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|  | Item | Action By |
| 1. Welcome and Introductions | Attendees    Martyn Knappett MBK Tendring District Council (Chair)  Jennie Wilkinson JW Tendring District Council  Abby Bumstead AB Essex Wildlife Trust  Lisa Smart LS Essex Wildlife Trust  Christine Berton CB Essex Wildlife Trust  Cllr. Nick Turner NT Tendring District Council  Cllr. Mark Platt MP Tendring District Council  Cllr Delyth Miles DM Tendring District Council  David Eagle DE Land Owner  James Ennos JE Tendring District Council  Emma Haward EH Tendring District Council  Guy Cooper GC Environment Agency (on behalf of John Lindsay Environment Agency)  Terry Lawrence TL Naze Protection Society  Julian Novorol JN |  |
| 1. Apologies for absence | Apologies received:  Ian Davidson ID Tendring District Council  Michelle Nye-Brown MNB Naze Tower  Andrew Hartley AH Natural England |  |
| 1. Minutes from previous meeting/matters arising | Minutes from previous meeting agreed.  6) NT requested and update following ID’s contact with Anglian Water. EH to check for response.  6) MBK confirmed that our drone pilot will soon be fully-qualified.  6) EH to amend minutes relating to ‘Natural England Conservation’.  6) DE requires planning potential for next coming year.  5) MBK confirmed the public lavatories will be demolished in the near future.  DM expressed how excellent the Bathhouse Meadow Play Area opening was. | EH  EH |
| 1. The Naze Education & Visitor Centre | .  CB confirmed that the Naze Visitor Centre was fully booked with visits from schools; a total for June is yet to be confirmed. On Tuesday 26th June, the Megaladon sculpture was installed in the centre where an information board is to be produced. LS confirmed the by folding doors for information are being placed on Tuesday 3rd July. The Fossil Sculpture Trail has also been installed, engaging many customers.  NT suggested measuring the trail. GC measured the trail at 1.25km / 0.8 miles as attached.    MP suggested a launch for the Megaladon and Fossil Sculpture Trail. CB confirmed that there was not going to be a major event but there will be press coverage. A potential launch may be on the anniversary of the Centre opening between September 15th and 16th 2018. AB proved that social media has covered the installations.  MP recommended EWT contact the Victorian County History Society to take the opportunity to invite them to view the trail. CB - 21st-22nd July, the kite festival will take place where they are particularly hoping for families to attend. | EWT |
| 1. Practical Management Arrangements | JW – Awaiting figures from IT regarding the success of car park. LS – EWT are liaising with IT and looking into positioning the bollards to suit parking arrangements. IT has agrees with LS that a wild flower mix will be more appealing. All board members agree. CB discussed the issue around the Pay & Display machines. They have recently been out of order and covered to stop usage. Cards have been issued with instructions on how to use the machines. More cards will be needed. MBK to contact IT. | MBK |
| 1. Flood and Erosion – north east corner/north point | NT is pleased with relationship with engineers. JE confirmed that the new-found pipe has delayed construction for one week however; engineers are currently working Saturdays to meet timescale. There is potential for work to be completed in August 2018. JE also confirmed that he is able to tidy foreshore. DE is respecting regulations considering the timescale.  DE met with Zoe Ringwood and Andy Miller on May 25th, who are accepting to offers, to discuss plans. DE is currently writing a discussion document and series of alternatives. |  |
| 6a) | JE confirmed that the steps have been extended along Crag Walk. Unfortunately, the price of rocks has increased to 100m at £1.5m. JE is looking at alternatives for doubling the length of the Crag Walk, potentially 50m and will be making decisions based on erosion lines. We are currently obtaining funding through the Capital Scheme combining with another project. Although, it is unlikely that we will get external funding. |  |
| 1. Naze events | CB confirmed that the centre would continue to be busy across the Summer and will be a part of the carnival.  LS raised concerns about EWT leading events and suggested having a smaller number of events collaborated with the Tower. DM suggested testing labour intensive events to relieve the Tower of potentially being outstretched. |  |
| 1. The Naze Tower update | Update from Michelle Nye Brown as follows: |  |
| 1. Any Other Business | TL raised concerns regarding the conditions of breakwaters deteriorating and added that there was potential for added expense. JE is aware and is working on breakwaters, the foundations are in place. They cannot use original timber as it is not sustainable. Looking at long term, the solution may be to re-use the piles from Holland breakwaters. MP raised concerns of there being a safety issue. JE confirmed that there is no safety issue but a coastal issue.  LS discussed the possibility of have Plasticus the whale touring the Naze site. EWT are in making every effort to get this sculpture on site. All agree. AB proposed making EWT’s own version of Palsticus if they are not able to do so. |  |
| 1. Date of next meeting | Thursday 27th September  The Naze Education and Visitor Centre, Old Hall Lane, Walton-on-the-Naze, C014 8LE |  |