

# SEVERN ESTUARY PARTNERSHIP



## Management Group Meeting

Tuesday 19<sup>th</sup> July 2005, 2.00pm

Room 173, Block 2, Environment Agency Offices, Westbury-on-Trym

## Minutes

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**Chair: George Ashworth**

### Attendees:

George Ashworth, Monmouthshire County Council  
Natasha Barker, Severn Estuary Partnership (SEP)  
Rhoda Ballinger, Cardiff University  
Vaughan Grantham, Cardiff Council  
Jim Mitchell, SEP  
Lia Moutselou, SEP

### ACTIONS

### 1 Apologies for Absence

Alastair Chapman, Forest of Dean Council  
Gillian Ellis-King, South Gloucestershire Council  
Nikcy Harris, Somerset County Council  
Andy Hicklin, Environment Agency SW Region  
Robert Nibblett, Gloucestershire Council  
Jessica Poole, Countryside Council for Wales  
Anne Valdes, Newport Council

### 2 Minutes from Previous Management Group Meeting (13<sup>th</sup> June 2005)

The minutes were accepted as an accurate record of the last Management Group meeting but the following was noted:

- Page 3 Partnership Services 'The existing Funding Formula will also be reviewed by September': Revision of the SEP funding formula will be revisited as part of the Partnership Agreement.

### 3 Matters Arising

There were no matters arising that would not be covered under the agenda.

### 4 Partnership Agreement

Natasha Barker presented a revised version of the Partnership Agreement after responding to and incorporating comments received from various organisations. She presented the Management Group with the key changes to the Agreement (summarised in Appendix 1). A version of the Partnership Agreement document with tracked changes could be made available if

necessary. However, a summary of the key changes to which absent Management Group members would be requested to respond would be consulted on before the next meeting.

***It was clarified that the intention is for the Partnership Agreement to be a non legal statement of intent.*** All to note.

***Absent Management Group members will be requested to respond to the comments and key changes made to the Agreement before further consultation with the JAC members in the Autumn.*** AC, NH, AH, RB, JP, AV, GEK

## 5 Annual Report & Action Plan Update

Natasha Barker presented the Management Group with an outline of an Annual Report and Action Plan document. The document aims sum up SEP activity over that past year and outline the activity for the future financial year with an aim to help partners assess and plan their financial contribution to the partnership well in advance.

Furthermore, Natasha Barker referred to the drafting of a Business Plan with the aim of prioritising the management actions of the Severn Estuary Strategy and providing the partnership with the mechanisms to deliver these numerous actions. The drafting of the Business Plan will follows on from issue prioritisation exercises, a workshop that took place at the April 2005 JAC and at the COREPOINT SEP issues workshop on the 6<sup>th</sup> July. The document will also aim to distinguish between those actions delivered by the SEP and the its partner organizations individually.

***The Annual Report and Action Plan will be presented and approved by the partners and JAC at each Spring (April) JAC*** All to note.

***Natasha Barker will present the outline and contents of the Annual Report and Action Plan to the JAC at the meeting planned for the 10<sup>th</sup> October 2005*** NB

## 6 Partnership Services

### SEP Secretariat Roles

Natasha Barker informed the management group that she intends to clarify the issue of **SCOSLA** status and financial contributions through visits to local authority partners. This will also help the new partnership officer get views on the Partnership's work and will provide an opportunity to discuss the proposed Partnership Agreement as well as future activity.

***The provision of Secretariat services for many subgroups, networks and projects has become an important role of the SEP. The partners are therefore called to consider whether these services are to be delivered by the partnership officer herself or by contracting external help as has increasingly been the case.*** All to note.

## 7 COASTATLANTIC Progress Report

There have been no major developments in the COASTATLANTIC project since the last management group meeting. Jim Mitchell reported that the launch of the £8,000 Lydney dock footpath as part of the Access and interpretation strand of the project in cooperation with the Environment

Agency is planned to take place on the 24<sup>th</sup> July.

***The next COAST ATLANTIC partners meeting will take place in France in October 2005***

## **8 Les Esturiales**

Gillian Ellis-King and Cllr Tyzack attended the **Les Esturiales** meeting in Gironde on behalf of the SEP. It was decided that the SEP will take on Secretariat and administrative functions from October 2005 for the next couple of years. The organization of an annual conference and a Les Esturiales network meeting form part of the responsibilities that the SEP will inherit from the French partners.

***The SEP officer should clarify whether there will be any formal agreement and documentation coming with these new role for the SEP and should discuss any implications with Cardiff University, the host partner.***

**NB**

## **9 Corepoint Progress Report**

The Management group was updated on the successful COREPOINT project event organised between the 6<sup>th</sup> and 8<sup>th</sup> July 2006. The COREPOINT expert surgery and project launch attracted elected members from Severnside local authorities. Christine Gwyther, AM opened gave an opening speech at the project's launch and has expressed an interest in attending the next SEP JAC on 10<sup>th</sup> October 2005.

The Integrated Coastal Zone Management (ICMZ) training course organised in cooperation with ENVISION consultants, a COREPOINT partner, brought together a range of local authority technical officers and other practitioners in discussion issues and principles of coastal management.

***Interest in repeating a similar course was expressed and will be considered in collaboration with ENVISION.***

**NB**

## **10 Other**

### ***i. Funding Proposals (ALSF & Other Ideas)***

Jim Mitchell has been researching different grant options for the SEP over the coming year. A useful site is [www.grantfinder.co.uk](http://www.grantfinder.co.uk) which has free sign up for a week.

The following grants were identified to the management group as of potential interest to the SEP.

- Aggregate Levy Sustainability Fund- Marine and Land / Community.
- SEP are currently investigating two bids – a bid to aid creation / management of estuarine habitats in line with CHaMPs / LBAPs, and a communication bid looking at increased Community involvement and interpretation on the Estuary.
- Environment Wales – Management Grant – primarily aimed at sustainable improvements to Welsh Countryside and in increasing understanding of sustainable development. The grants range from 3-11k and can be tapered over a number of years.

- Crown Estate funding. SEP are looking to apply to this fund for about 10k to aid setting up and running of the Severn Estuary Forum.
- Landscape Partnerships – HLF Potential to fund up to over a million, this lottery funding is potentially a way of replacing European funding as a major source of income for the SEP. Match funding required 10%  
1<sup>st</sup> April and 1<sup>st</sup> October Application deadlines.  
Key areas-  
-Promote heritage and landscape conservation  
-Conserving and restoring built and natural features  
-Conserving and celebrating cultural associations  
-Encouraging access, learning and decision making by communities

The management group were keen to see the smaller pots of money aimed for by the SEP. As regards the larger lottery fund, caution was stressed on the amount of set up / work involved (which may come to nothing). However it is an option worth further exploration and the SEP team was urged to consult with the HLF office to provide more information on a potential bid.

### *ii. Atlantic Arc General Assembly and Interreg*

Natasha Barker attended the Atlantic Arc general Assembly in Portugal. However, the Interreg Funding fair planned was postponed due to the lack of financial security in Europe. A full report is available.

### *iii. Website Update & Newsletter*

The revamped SEP website will be launched in time for the next SEP JAC. The SEP newsletter will also be revamped and be extended to eight pages from its current four. A competitive bid will be invited. Two bidders have been identified and the management group is invited to recommend a third bidder.

## **11 Any Other Business**

George Ashworth updated the management group on the latest meeting on the **Wales Spatial Plan** and mentioned that the SEP is referred to within the strategic planning document as good practice. Natasha Barker mentioned that the SEP is also referred to in the **Welsh Environment Strategy**.

A standard item on **finance** will be included in every Management group agenda. This item was this time omitted as there is no detailed update on the SEP finances.

It was also noted that Cardiff **University and the SEP** are in the process of redefining their relationship and that the management group should be thinking about the future status of the partnership.

The management group will be asked to approve the agenda of the forthcoming **10<sup>th</sup> October 2005 JAC** at its next meeting.

**All to note.**

## **12 Date and Venue of Next Meeting**

Friday 9<sup>th</sup> September, Wales

**All to note.**