

# SEVERN ESTUARY PARTNERSHIP

## Management Group Meeting

Monday 13<sup>th</sup> March 2006, 10.00am – 1.00pm  
Forest of Dean Council Offices, Coleford



## Minutes

**Chair: George Ashworth**

**ACTION**

### Attendees:

George Ashworth, Chair of SEP Management Group & Monmouthshire County Council  
Rhoda Ballinger, Cardiff University  
Natasha Barker, Severn Estuary Partnership (SEP) Officer  
Alastair Chapman, Forest of Dean Council  
Gillian Ellis-King, South Gloucestershire Council  
Vaughan Grantham, Cardiff Council  
Phil Holliday, Associated British Ports  
Jim Mitchell, SEP Access, Interpretation & Communications Officer  
Rhys Morgan, Severn Estuary Officer, Environment Agency  
Rob Niblett, Gloucestershire County Council  
Anne Valdes, Newport Council

### 1 Apologies for absence

John Marks, Vale of Glamorgan Council

### 2 Minutes from previous Management Group Meeting (31<sup>st</sup> January 2006)

The minutes of the last meeting were agreed as a true record.

### 3 Matters Arising

Recommendations and actions from the last meeting were checked:

- Quantocks AONB service had not been forthcoming with funding for Severn Wonders Festival
- Feedback from funding proposals put to the Environment Agency, CCW, CA and EN were all awaited.
- Invoices had were being issued by Cardiff University to all local authority partners this week
- Initiating a monitoring process now (with a tabular version of the Strategy sectors & aims for other organisations to comment on their delivery of the Strategy) had been deemed not possible at the current time at the existing level of SEP staff resources. It would be proposed for 06-07 in the Action Plan with the aim of initiating it this summer after the Forum & Festival.

All other matters arising would be picked up in this agenda.

### 4 Finance

#### Invoicing March 2006

Invoices to Local Authorities (LAs) were being issued this week for 2006-07. The income expected from LAs was £32,746.

#### Forecast 2006-07

A Financial Forecast as at 080306 was presented for 2006-07. Including Secretariat services, total forecasted income amounted to £47,246 and

expenditure £54,213 without including the cost of SEPs core services/projects (e.g. Severn Tidings). These figures did not include carry over from 2005-06 which was yet to be determined. However, since the -£11,000 forecast given at the end of 2005, additional contributions from local authorities towards the costs of setting up the Forum & Festival would reduce this forecasted deficit. Anticipated overspend on the COASTATLANTIC project had been factored into the previous figure, but would be removed for final end of 2005-06 accounting purposes. The COASTATLANTIC project was due for completion in August 2006 and options were being pursued to reduce the risk of overspend.

The EA wished to discuss a long term service agreement with the SEP in March. In addition, it was hoped to contribute £5000 for 05-06. Project proposals had been sent to CCW, EN and CA but were awaiting formal response.

The financial forecast illustrated the need for a Business Plan and closer working with statutory agencies and industry.

***Recommendation: End of year accounts for 2005-06 exclude the forecasted position of the COASTATLANTIC project budget.***

NB

## 5 Business Plan Update

A first full draft of the Business Plan report had been sent to the Management Group in advance of the meeting for review. The Plan would contain more illustrations and be accompanied with a 'marketing brochure', project and service sheets for wide circulation. Comments included:

- Swap Section 1.3 and 1.4;
- Include more information on current resources and future plans in Section 1, in general terms. In Section 4.3.3 on Resources more detail including income (and expenditure) trends over the past few years and comment on the varied levels without showing a loss;
- Important information in Sections 1 and 5;
- Table 1.3.1 p.7 supported but re-name SEP Intentions to Severn Estuary Strategy aims & outputs. Future Plans (2006-onwards change to 2009). Web site and Severn Tidings newsletter should also come under the projects in Table 1.3.2. Refer to Section 3 for descriptions;
- Table 1.3.2 add number of events in the Festival and include reference to the Forum, with a bit more explanation about why;
- SW Regional Assembly instead of Development Agency, p.11;
- Additional strategies for Wales to be mentioned on p.12 – George Ashworth to assist;
- Refer to Cardiff University Review of Coastal & Maritime Initiatives & Pressures for further information;
- Table 2.1.4 a) a useful table but generalise role of local authorities; include ODPM; move WDA to Government Agency; add flood risk management to EA role; remove privat/commercial sub-heading; remove Welsh Tourism Board; add CPRE and CPRW. Check all organisations with actions in the Strategy are listed, or add a note about other organisations;
- Organisational structure, p.16 add an arrow between SEP staff and SE Forum and re-name SEP Project Staff and flag this up at the JAC for wider awareness;
- Shorten Section 2.2.2 to 'due to legal implications...';
- Section 2.2.3 add a sentence on the benefits of the Common Platform;
- Section 2.2.4 indicate that the JAC will be reviewed in the light of changing government policy;
- Section 2.2.7 condense and check wording with RB, Cardiff Uni;

GA

RB

- Section 2.2.8 start 'it is proposed...' and Section 2.2.9 be more positive and specify income sources for Secretariats;
- Section 2.2.10 and throughout, SEP Project Staff to increase statutory agency commitment as funding linked to projects;
- Section 3.2.2 more detail on projects and avoid duplication of text;
- Section 4.1 don't include whole SWOT analysis, just the highlights in descriptive form;
- Section 4.3.2 expand;
- Section 4.3.3 remove figures here, refer to detail in Annual Report & Action Plan.
- Section 5 undertake ICZM indicator exercise from revised list of 27 indicators by Pickaver et al. at the JAC meeting in April and refer in the Business Plan to a web link only. Indicate how these link with 8 ICZM principles.
- Business Plan summary/marketing brochure should refer to PPG20 on Coastal Planning and PPG 25 on Development in Flood Risk Areas.

It was considered that the Business Plan didn't need to go to individual Local Authorities Committees for approval prior to the JAC meeting. There would be a pre-meeting before the JAC to which SEP funding partners would be invited to endorse the Business Plan, prior to recommending it to the JAC for adoption. It would then be launched at the Forum on 8<sup>th</sup> June.

NB

Comments were invited on the table 'SEP actions in the Strategy for the Severn Estuary (2001): Review for Business Plan & Annual Report 2006-07, particularly the final two columns 'Comment on Implementation' and 'Opportunities'. An issue to address was SEP's role in commenting on planning applications to ensure representation of the estuary perspective.

All

***Recommendation: Revise first draft Business Plan and send to Management Group for comment by end March prior to sending to JAC invitees in early April. Set a participatory exercise for the JAC meeting on 24<sup>th</sup> April asking representatives to monitor progress towards ICZM.***

NB

## 6 Annual Report & Action Plan Update

A first draft of the Annual Report & Action Plan was tabled. Suggestions for amendment included:

- Reducing/removing Section 1 and referring to the Business Plan: this AR&AP could be very slim with the background justification in the Business Plan;
- Inclusion of Approx Cost figures in Table 4.1 was welcomed.
- Operating Procedures would be based on a simplified version of the Partnership Agreement;
- Important to include a commitment to SEP reviewing the JAC in 06-07;
- Focus on achievements and a positive work programme.

***Recommendation: the Annual Report & Action Plan be sent to Management Group members as soon as possible for further comment.***

NB

## 7 Severn Wonders Festival & Forum

Two full working groups had taken place with good participation, with the third meeting taking place this week. Members of the Working Group should be offered free places at the Forum.

### Severn Wonders Festival

An events leaflet advertising over 40 events was in preparation, together with a poster, stickers, banners and event organisers pack. A picture illustrating the 'integration' message based on CCWs illustration in the draft Wales ICZM

Strategy was to be prepared for the Severn to help promote awareness of the value of the estuary and ICZM. The Management Group did not feel it necessary for them to approve the final draft of the events leaflet. A media strategy was being drawn up by Jim and Ceri Morgan, a student on a local authority and media placement.

**Severn Estuary Forum**

Updated flyers for the Forum conference and Cruise had been sent to all JAC contacts with the revised date of 8<sup>th</sup> June and early bookings were being received. The list of speakers for formal invitation was indicated and approved. Speakers from DEFRA and WAG would be invited to speak at the JAC on 24<sup>th</sup> April instead of at the Forum. It was recommended that there are a maximum of 3 speakers in each session and if more are available for the parallel sessions, we could organise a panel discussion. An additional speaker from an NGO should be invited to the renewable energy session to ensure balanced debate. A price of £12 for the Forum; £15 for the Cruise or £25 for the whole day would be set. Display space could be free for existing funders and local clubs/societies/event organisers. Formal display space in the Walton Park Hotel could be charged for by non-funding partners. It was recommended that the Cruise did not include parallel workshops for 1 hour but running commentary.

**Recommendations:**

- **Severn Wonders Festival Events Leaflet be approved by the Working Group and distributed with Severn Tidings in mid April.** JM
- **Severn Estuary Forum Booking Form to be issued with Severn Tidings in mid April.** NB

**8 Partnership Services  
GIS CD**

Over 70 CDs had been distributed last week to 51 organisations, with 20 copies spare for issuing at the JAC with the demonstration.

**Severn Tidings**

The Spring/Summer edition was in preparation for distribution in mid-April. The Management Group did not wish to see the final version before it goes to print.

**9 COASTATLANTIC Progress Report  
Panels & Leaflets**

The panels had been delivered recently and preparations were underway for an official launch.

**Stakeholder Involvement Report**

Draft report has been circulated to all partners and would be finalised following the next meeting in Highlands.

**Natural Heritage Guidance Notes**

Consultation is ongoing

**Cultural Heritage Guidance Notes**

First draft to be circulated for consultation via SEP soon

**10 COREPOINT Progress Report  
Research Strategy & Forum**

Iwan Ball had undertaken comprehensive research, for which a separate report would be circulated to the Management Group for comment. Due to limited time available at the Forum it was proposed that a separate workshop be convened after the Forum. An options paper would be taken to the JAC.

**Local Information System**

Tim Stojanovic was progressing the Local Information System and would be proposing a workshop for local planners on 16<sup>th</sup> May.

#### **Other Progress**

Jim had started work on maritime heritage work for the COREPOINT project, which would be a regular item on future SEP Management Group agenda's. It was noted that 1 day of Natasha's time was funded by COREPOINT.

***Recommendation: All SEP activity relating to COREPOINT must carry the logo for publicity purposes. An options paper for establishing a Severn Estuary Research Strategy would be taken to the JAC in April***

**SEP  
staff &  
RB**

#### **11 LES ESTURIALES Progress Report**

Discussions between local partners and the Polish meant that SEP would shortly be proposing to the network members a Bureau meeting on 9<sup>th</sup> June following the Forum and the AGM and conference in Poland in September.

**NB**

#### **12 Joint Estuary Day & JAC 24<sup>th</sup> April 2006**

A draft programme would be circulated with the minutes for approval.

**NB**

#### **12 Any Other Business**

##### **Meetings, Conferences, Presentations & Partners**

Presentations given:

- CIWEM presentation on 'Delivering ICZM through an Estuary Partnership, EA Exeter (NB)

Partners met:

- Somerset County Council partners, Parrett catchment (NB)

Conferences/Meetings attended:

- Wales Coastal & Maritime Partnership meeting on the Marine Bill, Bangor (NB)
- CoastNET Public Awareness Workshop, Llanelli (NB)
- Aggregates Levy Sustainability Fund (JM)

Forthcoming activities:

- EA workshop on ICZM & Water Framework Directive (JM)
- EA workshop on River Basin Planning (SK)
- ICE conference presentation on SEP (NB, RB)

##### **Fellowship Award**

Natasha has been awarded a travelling fellowship to compare approaches to 'managing tidal change' between the Severn Estuary, Bay of Fundy and Sea of Okhotsk.

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

**Monday 15<sup>th</sup> May 2006 2pm (venue tbc)**

**NB**