

# SEVERN ESTUARY PARTNERSHIP

## Management Group Meeting

Thursday 28<sup>th</sup> September 2006  
EA offices, Severn View Service Station, Aust



### Minutes

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Chair: George Ashworth

**ACTION**

#### Attendees:

George Ashworth, Monmouthshire County Council & Chair of SEP Management Group  
Rhoda Ballinger, Cardiff University  
Natasha Barker, Severn Estuary Partnership (SEP) Officer  
Gillian Ellis-King, South Gloucestershire Council  
Vaughan Grantham, Cardiff Council  
Rhys Morgan, Severn Estuary Officer, Environment Agency

#### 1 Apologies for absence

Alastair Chapman, Forest of Dean Council  
Phillip Holliday, ABP  
Anne Valdes, Newport Council

#### 2 Minutes from previous Management Group Meeting (28<sup>th</sup> September 2006)

Draft minutes of the last meeting were tabled and approved as a true record.

#### 3 Matters Arising

The meeting began informally with a look at some of the materials brought to the meeting by Natasha from her fellowship visit to the Bay of Fundy, Canada during August. Progress on actions/recommendations arising from the last meeting:

- A letter re: Marine Bill and implications for the Severn Estuary had been sent to WAG & SWRDA, with a follow up conversation with SWRDA and suggested meeting on 24.11.06. **ACTION: NB to send a copy of the SEP consultation response on the DEFRA's ICZM Strategy to WAG & SWRDA.**
- Financial position is reported under item 4
- Forum & Festival – the report had been posted on the SEP website with speakers presentations. Suggested speakers: Peter Haine (1<sup>st</sup> Minister for Wales); Michael Meacher on climate change; Sustainable Development Commission; Mathew Spencer from Renewable Energy SW (an arm of RDA). **ACTION: NB ask JAC for views on next Forum & future of Festival**
- Role of the JAC – a statement on the role of the JAC would be part of the operating procedures, still to be drafted. It was suggested that MG involvement be reviewed and the JAC list refined. **ACTION: NB to call MG members to review their involvement; look at options for JAC structure and provide a long term vision with steps towards it.**
- SEP's approach to marketing and publicity (through SEP mail-outs) would be part of the operating procedures, still to be drafted.
- Marketing Brochure – item 6.
- Severn Tidings headline to be presented in Welsh if possible.
- Personnel & Finance - CCW grant application had been submitted; a meeting had proceeded with EA; Corepoint extension bid had been submitted; item 4.
- ICZM Strategy response – item 5
- Corepoint – evaluation questionnaire and table sent to workshop invitees.

NB

NB

NB

## **4 SEP Financial Position & Funding**

### **4.1 Budget Report**

The SEP account currently stood at £68,233 which included Esturiales and SECG funds, with payments due to SEP. Severn Wonders had broken even, with some costs allocated to the Coastatlantic project. The Coastatlantic account currently stood at 40,218 with the final claim due for submission in December 2006. The ASERA account stood at £2201, with movement of SK's salary between this and the SEP account to be confirmed.

### **4.2 Environment Agency**

NB and RM were in discussion with others about the contribution from EA to SEP for 06-07 and for £10-£15000/year through a 3 year SLA. A meeting with EA Wales External Funding Officer had produced ideas for future opportunities.

### **4.3 English Nature, Countryside Agency & Countryside Council for Wales**

EN had committed £1000 for 06-07. CA were to be re-approached following formation of Natural England. CCW were considering SEP's project bid and £5-£10,000 through a 3 year SLA.

### **4.4 Corepoint Project Extension**

An extension to the project had been submitted, with a result due in November.

### **4.5 Other (e.g. IWA)**

Opportunities were arising for work with the IWA on renewable energy options for the Severn.

**ASERA** have considered costs via SEP to help deliver a review of the Scheme of Management for the cSAC if designated. This could result in 1 day/week for approximately 1 year for the SEP Officer and/or Assistant.

There was discussion about the significant amount of time required to manage SEP's budgets in terms of administration and reporting. NB suggested that SEP should ideally be providing reports in a professional manner as Bristol Port Company provided for ASERA. Partners could be approached to provide this support in-kind, e.g. EA, Cardiff Uni.

**ACTION: SEP seek the support of a qualified accountant to manage and report on the budgets.**

NB

## **5 ICZM Response to Defra**

NB tabled a draft response which MG members read and approved.

RM had seen the EA response which was fully supportive of Partnerships. MG members felt that not many individual responses would be submitted by organisations around the Severn due to the length of the document and questions.

**ACTION: NB to email SEP ICZM Strategy Response to JAC group and invite them to respond individually to Defra quoting from, or supporting, the SEP response.**

NB

## **6 Annual Report & Action Plan Update**

The final draft Marketing Brochure was presented and approved. The main aim was to increase interest and engagement from industry and the private sector. RM indicated that the EA's PPC database contained useful contacts for distributing this.

**ACTION: NB to send the Marketing Brochure to print and prepare for distribution to inc. EA contacts and .pdf version.**

NB

## **7 Recruitment**

SEP is currently operating with 1 FTE staff; NB (70% SEP & 20% Corepoint) and LM (30% SEP). Additional support is needed in the form of:

- Administrative support – office & financial
- Replacement of interpretation & communication officer *and/or*
- Partnership assistant.

Options for recruitment would be progressed when there was a clearer position on SEP's budget position.

## **8 COASTATLANTIC Progress Report**

Remaining outputs included the Guidance Notes for Natural Heritage being completed by NB and the Cultural Heritage & Local Food note being completed by S Glos. GEK presented the final drafts for consultation.

## 9 COREPOINT Progress Report

- 9.1 **Research Strategy** – Iwan Ball had undertaken background work to produce a database of contacts and information on climate change. The next step would be to organise an estuary-wide workshop/conference.
- 9.2 **Local Information System** – Options for the next step had been identified and added into the Corepoint Extension bid. These included building on the metadata directory; contacts database and/or supporting local planners.
- 9.3 **Maritime Heritage** – An Education Pack was in preparation from work undertaken over the summer by JM and Girlanda, an Irish placement student. Jeanette Owen would be picking up on the work, trialling the pack with schools to launch it next Spring.
- 9.4 **NW ICZM** – the extension bid included support for the Coastal Partnerships Working Group which NB had set up (in 10% non CU time).

## 10 Esturiales Secretariat Update

A workshop organised by NB at the Littoral conference in Poland had attracted 30 people and could lead to the engagement of new members. LM had serviced the AGM and conference in Poland. SEP had now provided the network with a new leaflet, conference folder and business cards. Significant time input had been invested over the past few months.

## 11 JAC Agenda

Changes to the format of the JAC were proposed and agreed to, in order to avoid SECG and ASERA meetings in parallel (as requested by ASERA after the last Estuary Groups Day). The ASERA meeting would be in the morning, followed by the 1<sup>st</sup> refreshment break before the JAC; a 2<sup>nd</sup> refreshment break after the JAC followed by the SECG meeting. The usual updates would be given at the JAC from other estuary groups. RM highlighted the value of other/new estuary-wide groups participating in the Estuary Groups Day and JAC update session: Severn Estuary Health Liaison Advisory Group and the Crown Estate Dredging group.

**ACTION: NB to approach representatives of the two new groups about the SEP MoA and participation in the Estuary Groups Day.**

NB

It was recommended that the JAC include an agenda item on the Severn Barrage and be asked for views on the Severn Wonders festival & themes for the Severn Estuary Forum 2007.

**ACTION: RM provide position statement on the Severn Barrage for the JAC**

RM

It was recommended that Natasha provide a presentation of up to 30 minutes on the Bay of Fundy (instead of a guest speaker).

## 12 Other

### 12.1 Office Move

The SEP office had moved at very short notice to 49B Park Place, opposite the main building. This had been very time consuming, disruptive and bad timing in the lead up to Esturiales commitments in Poland and the JAC. More work was needed to get things straight, but in the long term the new office was more spacious and offered an improvement with space for small meetings in the open-plan style office. It was understood to be a temporary location for SEP (at least 12 months).

### 12.2 Fellowship Findings

NB was preparing a report of the visit to Bay of Fundy for SEP use. A library of information would be set up in the SEP office.

### 12.3 Coastal Partnerships Working Group Progress

The CPWG had been formally endorsed at the CoastNET annual forum in June. NB had been elected as Chair of the group for the 1<sup>st</sup> year.

## 13 Any Other Business

Severn Tidings – RM suggested an article on the barrage position. It was acknowledged that timing of the newsletter would be later than usual (due to loss of JM) and following the JAC (instead of at the meeting) was acceptable.

## 14 Date and Venue of Next Meeting

The EA's offices at Severn View service station, Aust were agreed as a good venue for MG meetings. Potential dates (to be agreed with GA following the meeting) were 22<sup>nd</sup> or 27<sup>th</sup> November.

**ACTION: RM to investigate feasibility of future meetings at EA offices, Aust.**

RM

### Summary of Actions:

- NB to send a copy of the SEP consultation response on DEFRA's ICZM Strategy to WAG & SWRDA.
- NB to ask JAC for views on next Forum & future of Festival
- NB to call MG members to review their involvement; look at options for JAC structure and provide a long term vision with steps towards it.
- SEP seek the support of a qualified accountant to manage and report on the budgets.
- NB to email SEP ICZM Strategy Response to JAC group and invite them to respond individually to Defra quoting from, or supporting, the SEP response.
- NB to send the Marketing Brochure to print and prepare for distribution to inc. EA contacts and .pdf version.
- NB to approach representatives of the two new groups about the SEP MoA and participation in the Estuary Groups Day.
- RM provide position statement on the Severn Barrage for the JAC.
- RM to investigate feasibility of future meetings at EA offices, Aust.