

# SEVERN ESTUARY PARTNERSHIP



## Management Group

Thursday 21<sup>st</sup> June 2007

10.00am, Environment Agency Offices, Severn View Services, Aust

## Minutes

<b>Chair: George Ashworth</b>	<b>ACTION</b>
<b>Attendees:</b>	
George Ashworth, Monmouthshire County Council	
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	
Peter Tyzack, South Gloucestershire Council (Acting JAC Chair).	
<b>1 Apologies for absence</b>	
Alastair Chapman, Forest of Dean Council	
John Marks, Vale of Glamorgan Council	
Rob Niblett, Gloucestershire County Council	
Absent:	
David Mitchell, Countryside Council for Wales – moved positions within CCW	
John Reeves, Associated British Ports	
<b>2 Minutes from previous Management Group Meeting (14<sup>th</sup> May 2007)</b>	
The minutes were agreed as a true record.	
<b>3 Matters Arising</b>	All
It was noted that the Management Group had met only 5 weeks ago, therefore not all actions had been completed or progressed. The meeting had been called now to follow up from the Forum and check the position with SEP work before Natasha took her sabbatical.	

<b>ACTION No.</b>	<b>ACTIONS from 14.05.07</b>	<b>Complete?</b>
07/16	NB to finalise end of year 2006-07 accounts	In progress
07/17	RB to negotiate overhead contribution back to SEP	In progress
07/18	GA to write to CU requesting the COASTATLANTIC budget remain open for as long as possible (subject to the outcome of actions 07/16 & 07/17).	Pending
07/19	NB to seek statutory agencies (e.g. CCW, EA, NE) funding contributions in 2007-08.	In progress
07/20	SEP Officer contract to be renewed and support staff sought to cover a sabbatical for NB.	Yes
07/21	Letter from SEP Management Group to Cardiff University (fao Professor D Edwards, (copied to Dr RC Ballinger) regarding expenses in relation to NB's new contract.	Pending
07/22	NB prepare for recruitment process to start over the summer.	No
07/23	Finalise and print AR&AP07-08 for circulation at the Forum.	Yes
07/24	Severn Tidings issue 10 Summer 2007 to contain special COREPOINT feature.	Pending
07/25	Include action on AR&AP07-08 to seek support for State of the Estuary preparation.	Yes
07/26	Voting procedures to be drawn up for agreement by all partners.	No
07/27	Open the membership scheme by announcing at the Forum.	Yes
07/28	Prepare publicity flyer for membership scheme (winter 2007-08).	No
07/29	Voting for JAC Chair & Vice-Chair to be conducted via email during October 2007.	In progress
07/30	JAC, ASERA & SECG representatives to be notified about the date of the next Estuary Groups Day.	In progress
07/31	An indication of SEP's willingness to continue hosting the Les Esturiales secretariat to be given to partners before the summer.	Yes
07/32	A budget statement was required by the end of June under Portuguese law.	In progress
07/33	Points for consideration in Marine Bill White Paper response to be circulated to JAC email group. Full draft response to be circulated to MG members for approval before submission to Defra (by 8 <sup>th</sup> June).	Yes

It was noted that GEK's position in S Glos Council maybe changing and there were still uncertainties regarding the political leadership of the Council, which may affect Cllr Peter Tyzack's position.

There was discussion about voting plans for the JAC Chairman, which are minuted under item 8.

## **4 Financial Position**

### **4.1 SEP, COASTATLANTIC & Esturiales**

Progress was being made with the SEP06-07 end of year statement: the incorrect salary allocations from CU to SEP had now been rectified. Other queries were being addressed to get to an accurate year end position. The final claim amounts from the lead partner to the Secretariat for the COASTATLANTIC project had been signed off by Cardiff University, but clarity from CU's Research & Commercial Division was required regarding the final overspend. Final attempts by NB to claim SEP's overspend had not been pursued by CU with the lead partner. RB was in discussions within CU to see if the overheads paid to the School and her research account could be reimbursed to SEP, but this was only likely if other SEP partners were to meet

some of the overspend. It was recognised that the outward face of SEP was now very good. The Esturiales budget statement was in preparation, GEK advised that not much detail was required for their reporting.

NB &amp; RB

**ACTION 07/34: Final COAST ATLANTIC financial position to be clarified.**

#### 4.2 CCW grant

NB had been in discussions with David Mitchell and submitted an application which had come back with comments requesting further detail & an emphasis on new projects rather than service funding. This needed further work in line with CCW objectives. Vaughan Grantham offered to take a lead on this.

**ACTION 07/35: NB to send CCW bid & CCW comments to VG who will develop the grant application with CCW.**

NB &amp; VG

#### 4.3 EA collaboration agreement

A positive meeting had taken place between SEP & EA over implementation of the Water Framework Directive through River Basin Management Planning. The EA's Working Together consultation identified the role of SEP. Mark Scott, EA Midlands was considering their position to match EA Wales' contribution to SEP. This could be used as a lever to improving commitment to SEP from SW region. RM reported that the EA were working towards a Severn Estuary Strategy for flood risk management including the establishment of a Severn Estuary Management Group to co-ordinate inter-regional internal collaboration on this and other Severn Estuary related issues. This made funding towards SEP more likely from the 3 regions. The £10,000 from EA Wales was now seen by EA as a regular (e.g. annual) payment, following this level of contribution for 06-07. EA Wales expected to allocate £10,000 to SEP before the end of 2007.

NB

**ACTION 07/36: NB to submit response to the EA's Working Together consultation for formalise progress & proposals for co-operation over WFD implementation.**

#### 4.4 Forum income

The Forum had been oversubscribed so SEP had exceeded the target income at over £2000 from delegate fees. Sponsorship from EA, CCW, S Glos Council & Gloucestershire County Council had supported staff time put to organising the event. A detailed report from the Forum was in preparation. MG members suggested a higher delegate fee next year and if necessary two different fee rates for stakeholders/decision-makers and local clubs/user groups.

### 5 SEP staff

#### 5.1 Sabbatical cover

NB circulated details of priorities for completing work before her sabbatical and work planned to be undertaken by Paul Parker, who was providing temporary cover for 2 days/week.

### 6 Membership Scheme & Voting Procedures

Actions 07/26-07/28 were pending further work; to draft voting procedures; prepare a publicity flyer and membership pack and open the membership scheme.

### 7 Forum feedback

MG members were very satisfied with the event. The evaluation forms were circulated & showed very positive feedback. Negative comments surrounded the size of the venue, not enough food & and inability to see the screen. However, the venue ticked many other boxes. The social event was enjoyed by those who went (approx 30) but due to low public involvement (SEP weren't able to publicise it widely due to less staff capacity than last year), attendance had been low. There would be value in reviewing the merits of the evening social event in preparation for next year.

There was discussion about the proposal for public forums presented by Mervyn Bramley and concern raised that the objectives may not be as neutral as required in

order to retain SEP's integrity. Clarity on whether RSA were funding the initiative and the role of UWE was sought. RB reported that CU (Jo Cartwright) were in the process of establishing that the University take a neutral position on renewable energy in the Severn. A meeting was planned between CU, UWE, RSA and SEP on Monday in Cardiff organised by Mervyn Bramley to identify allocation of roles to organise public forums. It was suggested that the UWE staff (from the Geography dept) already involved with SEP activities (Forum 2006, 2007 & Climate Change Research Advisory Group) should be invited to attend the meeting in Cardiff on Monday. SEP would need to insist on a balance of speakers at the public forums. It was noted that the EA had not yet publicised results of their internal work on tidal energy options and Barbara Young may be an appropriate speaker. It was felt that SEP provided key services to lead in this area and should welcome UWE on board with SEP & CU to avoid duplication of effort. There were already many organisations involved in the debate and we should pool our co-ordination efforts. RB indicated that there may be 3<sup>rd</sup> mission funding support available through Cardiff University. Direct contact with the SDC should be maintained by SEP, which GA offered to do over the next few months.

***ACTION 07/37: NB to contact UWE Geography dept to invite involvement in the proposal for public forums.*** NB

***ACTION 07/38: GA to retain contact with SDC, starting with a letter from SEP to SDC re-emphasising its experience, contacts, independent role & balanced planning perspective provided through SEP services.*** GA

***ACTION 07/39: RB to investigate the opportunity for '3<sup>rd</sup> mission' funding for debate on tidal energy options.*** RB

## 8 Estuary Groups Day & JAC, 8<sup>th</sup> November

### 8.1 JAC Chair nominations

So far 2 nominations for JAC Chair had been received. NB proposed to remind all those on the JAC email group about this next week. As agreed at the last meeting, voting would then take place via email during October. Discussion over the procedure led to the following procedure agreed:

- i) End June: NB email the JAC inviting nominations by the end of September, together with a person specification and request for 150 words from the candidate (nominees would have to check that the person they were nominating was happy with this and request they submit their 150 word statement to SEP). The person specification would be based on the need for someone with an independent view, interest in & knowledge of the Severn Estuary and an independent position on major issues.
- ii) Early October: NB obtain nominations, summarise candidates & present shortlist to SEP Management Group at the next meeting (11<sup>th</sup> October).
- iii) Mid-end October: Partners vote on candidates
- iv) Early November: JAC Chair selected and briefed prior to 11<sup>th</sup> November meeting.

***ACTION 07/40: NB prepare person specification for JAC Chair & remind JAC email group that nominations are invited and the procedure.*** NB

NB reported that Slimbridge facilities were not available for the next meeting. It was recommended that a venue @Bristol be sought for the Estuary Groups Day & JAC. GA would reserve Cwmbran Council offices as a back-up, but it was preferable to alternate sides and the last meeting was in Chepstow.

***ACTION 07/41: NB to seek a venue at @Bristol. GA to reserve Monmouthshire County Council offices on 8 & 9<sup>th</sup> November for Estuary Groups Day & Les Esturiales conference.*** NB & GA

### 8.2 Esturiales conference

The annual conference would be hosted by SEP on Friday 9<sup>th</sup> November, as agreed at the last meeting.

**ACTION 07/42: NB to inform Esturiales members of the date of the conference.** NB

## 9 COREPOINT Progress Report

### 9.1 Climate Change Research Advisory Group 7/6/07

The meeting held at the Severn Estuary Forum had been well attended and whilst it was heavy on the academic side (instead of policy input) it was felt that enough preparation had now been made to form a Steering Group and seek formal establishment of the RAG. A small meeting of SG members hoped to meet in early summer and again in September.

### 9.2 Maritime Heritage Education Pack

This had been published and launched at the Forum, with excellent feedback. Paul Parker was working 3 days/week for Corepoint over the summer and was preparing a database of local schools (i.e.150) for dissemination to head teachers. SEP publicity would be disseminated at the same time and school contacts incorporated into the new SEP contacts database.

**ACTION 07/43: PP to incorporate school contacts into SEP contacts database.** NB & PP

### 9.3 Local Information System – coastal planners workshop

A 2<sup>nd</sup> workshop for local planners had taken place on 22<sup>nd</sup> May in Bristol including an update on coastal issues and re-visiting information of value to the SEA process. A report from the workshop would be prepared for end Sept/Oct to send to SEP partners, including Tim Stojanovic's database on information sources for planning. It was hoped that Paul Parker maybe able to spend some time updating the planning framework showing all LA's planning documents.

**ACTION 07/44: RB to brief PP on updating the planning framework.** RB

### 9.4 ICZM Discussion Document

The COREPOINT ICZM discussion document was now ready for circulation.

**ACTION 07/45: NB to circulate ICZM discussion document to MG and make available to JAC members.** RB & NB

### 9.5 ICZM Training School

The school planned for 9-10 October would take place in Pembrokeshire. SEP partners/stakeholders could be invited to attend.

**ACTION 07/46: NB to publicise ICZM training opportunity through JAC email.** NB

### 9.6 COREPOINT Extension project

SEP would be working with Sefton on communication strategies for ICZM. The Severn would be reviewed for best practice in partnership working. It was recognised that the Corepoint extension funding was proving very useful.

**ACTION 07/47: NB to liaise with Graham Lybery over review of SEP.** NB

The COREPOINT partners were meeting in Newcastle next week. RB commented that the next 3-6 months were critical to fulfilling the potential of the project and options for a COREPOINT 2 project would be discussed next week. It was suggested that CU may approach UWE in relation to possible future involvement in EU funding projects.

**ACTION 07/48: RB to highlight SEP priorities (see AR&AP07-08 and SEP Business Plan 06-09) at COREPOINT partners meeting for input to COREPOINT 2 proposal.** RB

## 10 Consultation Responses

An SEP response to the Marine Bill had been submitted by NB. A formal SEP response to the EA Working Together consultation was desirable. For the EU

Maritime Green Paper it was felt that SEP could endorse the COREPOINT (and SW region) response. EA Water Related Sport & Recreation Strategy & Access to the Coast were also relevant current consultations to which SEP could respond in due course.

**ACTION 07/49: NB to circulate COREPOINT response to the Maritime Green Paper and submit an SEP response endorsing this.** NB

## 11 Meetings & Conferences

Attended by NB:

- ICE Severn Barrage conference, 17/5/07 – NB presented

Coming up:

- Marine Bill conference, London, July – RB may attend
- EC Atlantic Environment & ICZM, October & Committee of the Regions, Brussels – PT may attend

**ACTION 07/50: NB send information to PT about the EC Atlantic Arc Environment & ICZM conference/emerging Interreg proposal & PT to confirm availability of funding to support his attendance.** NB & PT

## 12 Any Other Business

Vaughan Grantham was visiting the Humber Estuary in the summer/autumn and sought contacts in the area to look at how their partnership working was progressing. NB indicated that she had been asked to speak at their next Management Group meeting in September.

**ACTION 07/51: NB to forward contact details for Kat Sanders, Humber to VG** NB & VG

## 13 Date & Venue of Next Meeting

10.00am, Thursday 11<sup>th</sup> October 2007 at EA offices, Severn View Services, Aust.

**SUMMARY OF ACTIONS** (updated 10<sup>th</sup> Oct 2007)

<b>ACTION No.</b>	<b>ACTIONS from 21.06.07</b>	<b>Complete?</b>
07/34	Final COASTATLANTIC financial position to be clarified.	See item 5.1 in mins 11.10.07
07/35	NB to send CCW bid & CCW comments to VG who will develop the grant application with CCW.	Yes
07/36	NB to submit response to the EA's Working Together consultation for formalise progress & proposals for co-operation over WFD implementation.	No
07/37	NB to contact UWE Geography dept to invite involvement in the proposal for public forums.	Yes
07/38	GA to retain contact with SDC, starting with a letter from SEP to SDC re-emphasising its experience, contacts, independent role & balanced planning perspective provided through SEP services.	Yes
07/39	RB to investigate the opportunity for '3 <sup>rd</sup> mission' funding for debate on tidal energy options.	No
07/40	NB prepare person specification for JAC Chair & remind JAC email group that nominations are invited and the procedure.	Yes (person spec only in email to JAC)
07/41	NB to seek a venue at @Bristol. GA to reserve Monmouthshire County Council offices on 8 & 9 <sup>th</sup> November for Estuary Groups Day & Les Esturiales conference.	In progress
07/42	NB to inform Esturiales members of the date of the conference.	Yes
07/43	PP to incorporate school contacts into SEP contacts database.	No
07/44	RB to brief PP on updating the planning framework.	No
07/45	NB to circulate ICZM discussion document to MG and make available to JAC members.	No
07/46	NB to publicise ICZM training opportunity through JAC email.	Yes
07/47	NB to liaise with Graham Lymbery over review of SEP.	Yes
07/48	RB to highlight SEP priorities (see AR&AP07-08 and SEP Business Plan 06-09) at COREPOINT partners meeting for input to COREPOINT 2 proposal.	Yes
07/49	NB to circulate COREPOINT response to the Maritime Green Paper and submit an SEP response endorsing this.	Yes (no SEP response).
07/50	NB send information to PT about the EC Atlantic Arc Environment & ICZM conference/emerging Interreg proposal & PT to confirm availability of funding to support his attendance.	Yes
07/51	NB to forward contact details for Kat Sanders, Humber to VG.	Yes