

SEVERN ESTUARY PARTNERSHIP



Management Group Meeting

Tuesday 24th June 2008
WCVA Office, Cardiff Bay

Draft Minutes

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
 Vaughan Grantham, Cardiff Council
 Rhys Morgan, Severn Estuary Officer, Environment Agency
 Paul Parker, Severn Estuary Partnership

1 Apologies for absence

John Marks, Vale of Glamorgan Council
 Angus Bloomfield, Natural England
 Rob Niblet, Gloucestershire County Council
 Peter Tyzack, SEP Chari and South Gloucestershire Council
 Alastair Chapman, Forest of Dean District Council

2 Minutes from previous Management Group Meeting (19th March 2008)

Agreed as a true record

3 Matters Arising

Any matters arising had been added to the Agenda as separate items

Action Number	ACTIONS from 08.12.06	Complete?
08/12	NB to request letters of commitment (1 yr) from funding partners referring to invoice (but not quoting amount).	Outstanding
08/13	RB to work with GA & RM for agreement of NB contract and SEP recruitment.	Yes
08/14	NB to amend membership flyer and print for distribution with Severn Tidings in April.	Yes
08/15	NB/PT to approach Severn River Crossing Plc for involvement in the Forum & Esturiales conference.	In Progress

08/16	All to send ideas on Forum speakers/chairs to NB for drafting a provisional programme by the end of April.	In Progress
08/17	NB to brief PT on communications with BERR/WAG to date. PT to attend BERR meeting 1/4/08 and report back to the MG. Future quarterly meetings to be attended by PT/GA/NB as appropriate. NB (&GA) to meet with BERR & WAG on 2/4/08 and report back to the MG.	Yes
08/18	NB provide a copy of RSA meeting minutes & presentation to MG members. Retain a watching brief on public forum proposals and pursue a balanced programme. Circulate proposed programme of speakers to SEP MG to verify use of SEP logo.	In Progress
08/19	MG members to meet on 14 th April 10am to input to AR&AP 08-09.	Yes
08/20	RN to advise on how Gloucestershire County Council are progressing on Local Area Agreements.	Yes
08/21	RB to provide MG with a copy of paper on development planning systems.	Outstanding
08/22	RM to draft copy for new regular feature on developments around the estuary for Severn Tidings.	Yes

4 SEP Financial Position: Resources & Delivery

An update on the financial position of the Partnership revealed that SEP had £35,212 in the account within Cardiff University. Sharon Phillips had continued her work on SEP's accounts and is in the process of completing an electronic system for the monitoring of the account. A further breakdown of the financial situation was available in the form of the 2007/8 finance statement (attached). The healthy appearance of the SEP account was noted to be due to funds from running the Secretariat service for Les Estuariales, SECG & ASERA. It should also be noted that there is a separation of secretariat services from core service income.

RB had constructed a financial forecast for the Partnership which outlined Guaranteed income, expected income, expenditure and financial benefits to Cardiff Universities School of Earth. Due to recent developments within Earth it was suggested that a contribution should be made towards costs of hosting SEP. It was agreed that a contribution of £3000 per annum would be forecast.

As the financial situation had not yet been resolved within Cardiff University it was still not possible to advertise or appoint new members of staff. The priority of offering Susie Gardner and Paul Parker 6 month contracts to secure their services was agreed.

Action 08/23: RB to arrange contracts through CU for Paul Parker and Susie Gardner.

RB

It was necessary to discuss the underwriting of SEP's finances to allow for a 2-3 year contract to be offered to a new SEP Officer and Manager. CU were becoming increasingly nervous at underwriting these costs. It was suggested that WAG and South West regional assembly were approach to investigate the possibility of underwriting. GA suggested that LA's may be able to underwrite there donations themselves. It was also suggested that RM investigate the

possibility of the EA underwriting SEP's costs.

Action 08\24: RM to put case to EA finance department regarding the underwriting of SEP

RM

Action 08\25: RB/NB to check with Earth Legal what documentation would be required regarding the underwriting of SEP finances.

RB/NB

Action 08\26: GA to investigate the possibility of Monmouthshire County Council underwriting SEP.

GA

Action 08\27: RB to talk to Sharon Phillips/ Dianne Edwards regarding the way forward in the short term.

RB

Action 08\28: GA to call Dianne Edwards to emphasise the value of Cardiff University hosting SEP and positive views from the meeting with the Minister today.

GA

5 Marine Bill Response

NB

A draft list of points for a response to the Marine Bill was reviewed. It was agreed that the response should outline the role of SEP in marine spatial planning; especially outlining the capability and resources SEP has regarding stakeholder involvement. It was the general consensus that SEP should not offer a pre-application query service for the formal consenting procedure, but should focus their attention on being a 'one stop shop' for consultee's regarding stakeholder involvement.

RB raised the concern that there was no district provision for cross-boundary planning in the marine bill, which is an imperative need for the Severn. Concerns regarding the minimal funding for marine planning were also raised.

VG raised the issue of coastal access, although it was decided that SEP should say nothing about this in their Marine Bill response.

RM & VG also outlined some key points from the responses of the EA and Cardiff Council to the Marine Bill.

Action 08\29: VG (with assistance from RM & NB) to write and send response to Marine Bill on behalf of SEP.

VG, RM & NB

6 Severn Estuary Forum 2008 & Estuariales Conference

The 2008 SEF is planned to take place in conjunction with the Les Estuariales Conference on the 18th & 19th of September. The work programme for the forum was outlined and concerns were raised regarding time scales and lack of resources. Speakers were identified as the primary area of focus with NB prioritising this work area before the change of her contract.

RB suggested that SEP should contact CoastNet to see if they could offer support in organising part of the forum if the need should arise. It was also suggested that members of the management group could contact speakers within their fields to assist NB in the initial organisation.

RM suggested that members of the MG should attend specific forum meetings

to assist SEP staff in the organisation of the event. Dates for these meetings were confirmed as the 14th & 28th of July and the 8th September at 10:30am in the SEP office.

Action 08\30: NB to contact CoastNet – RB to follow up. NB

Action 08\31: NB to produce speaker list and basic programme NB

Action 08\32: RB to pass NB list of speakers from ‘Go Dutch’ Conference RB

7 Tidal Power Options

NB had been keeping a watching brief on the Feasibility study progress and had issued an SEP E-News on the SEA call for Evidence. It had proved difficult to get any conclusive response from BERR/WAG regarding SEP's role in the studies. However as a result of meeting with The Environment Council last week a proposal for SEP to work with TEC had been put to BERR which would involve SEP supporting stakeholder forums with financial support.

Action 08\33: PRP maintain contact with the Environment Council over proposal to BERR for stakeholder engagement support services PRP

8 Annual Report & Action Plan 2008-09

All

The draft copy of the Annual Report & Action Plan 2008-09 circulated at the last MG meeting and JAC on the 20th May was agreed to proceed with printing.

NB also highlighted that the Communication Strategy had been updated to 2008-09 and was available through the SEP website.

Action 08\34: PRP to print Annual Report & Action Plan 2008-09 & make available on the SEP website and for distribution on request. PRP

9 EC Interreg IMCORE Project

RB outlined the progress of the IMCORE project and explained that the project was currently in the final stages of organisation. It is anticipated that IMCORE will be launched early in September and RB explored the possibility of launching the project at the Forum (possibly on the Balmoral).

10 Consultations

SEP had recently organised a River Basin District Workshop for the EA. NB said that the workshop had been a success and had generated an income of £2,225.

11 Any Other Business

None

12 Date and Venue of Next Meeting

SEP Management Group Monday 8th September, 11:30, Cardiff, (SEP Officer
 JAC Monday 27th October
 SEP Forum Planning, 14th & 27th July & 8th September, Cardiff 10:30

Action 08\35: PRP to book Walton Park Hotel Clevedon

PRP

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08\24	RM to put case to EA finance department regarding the underwriting of SEP	
08\25	RB/NB to check with Earth Legal what documentation would be required regarding the underwriting of SEP finances .	In progress – NB emailed Laura Williams
08\26	GA to investigate the possibility of Monmouthshire County Council underwriting SEP.	
08\27	RB to talk to Sharon Phillips/ Dianne Edwards regarding the way forward in the short term.	
08\28	GA to call Dianne Edwards to emphasise the value of Cardiff University hosting SEP and positive views from the meeting with the Minister today.	
08\29	VG (with assistance from RM & NB) to write and send response to Marine Bill on behalf of SEP.	
08\30	NB to contact CoastNet – RB to follow up.	
08\31	NB to produce speaker list and basic programme	
08\32	Action 08\32: RB to pass NB list of speakers from 'Go Dutch' Conference	
08\33	PRP maintain contact with the Environment Council over proposal to BERR for stakeholder engagement support services	
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