

SEVERN ESTUARY PARTNERSHIP

Management Group Meeting

Monday 12th July 2010

10.00am, Gloucestershire County Council, Shire Hall, Gloucester



Minutes

Chair: George Ashworth, Monmouthshire County Council

ACTION

Attendees:

Rhoda Ballinger, Cardiff University (RB)
Rhys Morgan, Environment Agency (RM)
Rob Niblett, Gloucestershire County Council (RN)
Gwilym Owen, Severn Estuary Partnership (GO)
Paul Parker, Severn Estuary Partnership (PP)
Jeanette Reis, Severn Estuary Partnership (JR)
Peter Tyzack, SEP Chair, South Gloucestershire Council (PT)

1. Apologies for absence

Alastair Champan, Forest of Dean Council (AC)
Hannah Dineen, Cardiff Council (HD)
John Marks, Vale of Glamorgan Council (JM)
Christine Marsh, Severn Estuary Partnership (CM)
Rebecca Seaman, Somerset County Council (RS)

PP raised the issue of increased pressures on Local Authority Members not to travel to unessential meetings. Paul suggested investigating the possibility of utilising teleconference or videoconference technologies at future Management Group Meetings.

Action 10/57: SEP to look into the possibility of utilising teleconference/videoconference technologies in future Management Group meetings

2. Minutes from previous Management Group Meeting (22nd March 2010)

The minutes from the previous Management Group Meeting held on the 22nd March 2010 were agreed as a true and accurate record.

3. Matters Arising

All

Action Number	ACTIONS from 10/01/2010	Progress
09/44	JM to present all SEP staff work programmes to January's Management Group Meeting	JR presented an updated work activity document outlining SEP staff's key activities (Appendix 1). Jen explained that current staff resources had been divided into: Scientific Officer (Christine Marsh), Engagement Officer (Paul Parker), Communication Officer (Gwilym Owen).
09/45	JM to include Forum options paper in January's Management Group meeting	Agenda Item
09/46	SEP MG to feedback on SEP Strategic Business Plan Draft by 10/11/09	Complete
09/49	JM to present legal options paper to January MG Meeting	Outstanding – due to resource issues, however JR suggested that this would be raised through the SEP Business plan although saw no real opportunity to change current hosting arrangements
10/03	GA to contact PT regarding SEP Chair	PT explained that he was happy to continue as chair if there were no other volunteers, however he felt

		it was time for a change. PT also raised the work involved in the role of chair and the case for a Chairs Honorarium to aid the necessary work and attendance at meetings etc. JR offered to look into this.
10/06	JM to circulate JAC workshop report and outputs to the SEP MG	In Business Plan
10/11	JM to review undelivered but still relevant actions (46%) for inclusion in Strategic Business Plan	Reviewed SEP Strategy: 17% of actions are still relevant and have not been delivered. These will be communicated through the SEP Business Plan, although focus will be on what has been achieved.
10/13	JM to setup State of the Severn Resource Working Group Meeting in February 2010	Agenda
10/14	RM, RB & JM to discuss option for chair of State of the Severn Resource Working Group	Agenda
10/20	JM to design protocols for JAC & SEP MG Members	Agenda
10/22	JM & JR to prioritise Action Plan by 25 th March 2010 for distribution to SEP Management Group and discussion at May JAC	Agenda
10/23	JM to phone & chase all Local Authority Invoices by 25/03/10	Complete
10/24	GA to send letter to RB (Cardiff University) regarding the current financial system difficulties and SEP's concerns	Outstanding
10/25	JM to send latest projected figures to RB by 25 th March	Complete
10/26	RB & SEP team to meet to discuss Oracle sub-codes in new SEP financial system	Complete
10/27	SEP recruitment sub-group to meet to discuss best way forward	Agenda / Outstanding
10/28	RB to arrange meeting with Graham Quarrier to discuss the FRMS – RM to attend	Agenda
10/29	PRP to book venue for SEF 2010	Agenda
10/30	SEP to Draft SEF Agenda	Agenda
10/31	SEP to book SEF Speakers	Agenda

10/32	SEP to produce SEF programme and publicise event	Agenda
10/33	PRP to update draft JAC Agenda and circulate (Late April)	Complete
10/34	PRP to send reminder in late April to MG with a call for relevant Policy Issues for discussion	Complete
10/35	RM to invite John Harrison to JAC (May 11 th) to give a brief verbal update on the work of the BCSEG	Complete
10/36	PP to contact Tony Bostock, Severn Rivers Trust, regarding presenting at the JAC (May 11 th)	Complete
10/37	RB to contact Graham Quarrier, Environment Agency, regarding presenting the current progress with the Flood Risk Management Strategy at the JAC (May 11 th)	Agenda
10/38	SEP to circulate Planning for the Severn Estuary Agenda early April 2010 (WD/CM)	Complete
10/39	PRP/GO to produce Spring/Summer Severn Tidings	Agenda
10/40	PRP/GO to review distribution networks for Severn Tidings – include online resource	Agenda
10/41	PP to design Severn Tidings Proforma/template to aid the collection of wider articles	Complete
10/42	PP to pass details of SOMap and Dorset Coast projects to CM	Complete
10/43	JR & RB to foster and promotes links and members for the State of the Severn Steering group, to include SECCRAG members, South West Science Forum & Plymouth Coastal Observatory	Ongoing
10/44	RB to circulate IMCORE survey of development plans around MG	Complete and Online – SEP to circulate
10/45	RB to circulated detailed IMCORE Severn Estuary Work Programme around MG electronically	Complete
10/46	JR to liaise with IBM and Cardiff University to draft Project Plan	Doesn't look viable in current financial climate due to lack of resources although discussion with Somerset County Council are continuing regarding this project
10/47	JR to ask EA (RM) to look over IBM Brief	Complete
10/48	JR to look into Civil Continuity Act	Complete
10/49	JR to discuss Cardiff Bay case study with Cardiff Bay	Complete
10/50	RN to talk with Toby Catchpole regarding a Community Heritage Project on the Severn	RN to follow up with Toby Catchpole
10/51	RB to discuss match funding for DeltaNet project	Complete (RB;s time for match

10/52	RM to investigate the Severn Rivers Trust within the Environment Agency	funding until April 2011) Complete
10/53	PP to present draft Business Continuity and Data Management Plan to next Management Group Meeting	Agenda
10/54	CM to follow up Welsh Marine Coastal Zone Group	Complete (PP attended Stakeholder and Citizens Sub Group)
10/55	PP & JR to look into Parish, Community and Town Council liaison / roadshow	Agenda
10/56	RN to book Gloucester 12 th May 2010	Complete

Action 10/58: JR to look into the possibility of a Chairs Honorarium to aid activities and attendance of Chair

Action 10/59: SEP to circulate IMCORE survey of development plans around MG

4. Strategic Business Plan

JR

JR circulated action points from the draft Business Plan after the last JAC meeting, Jen informed the group that she had received some feedback and a list of issues to discuss with the Management Group (Appendix 2).

5/5 The MG felt that there was a requirement to meet the needs of clients and therefore the action required careful wording. SEP needs to be careful not to become a consultancy and alienate existing members. It was raised that there is a necessity for a generic paragraph to be drafted which sells the services and work of SEP. In response, JR presented 'what SEP does' PowerPoint page which aims to give organisations an overview of the work of the Partnership which focuses on facilitation of communication among partners and estuary users.

The need for a clear vision statement which can be summarised for different audiences was agreed. It was also agreed that the Partnership needs clear aims which are not slanted by the manager. JR asked for MG feedback on what SEP does and way forward.

GA – Vocal role for estuary as complete body, SEP helps facilitate consultation on Estuary wide issues.

RM- voiced the need to clarify SEP's remit

PT- Each organisation around the estuary has its own perspective around central issues. SEP's role is one of wide and balanced engagement – to fill gaps where necessary.

RN – Need to justify Partnerships position to aid financial contributions from partners

PT – SEP helps people with different perspectives to meet and understand each others approach which leads to mutual understanding and trust – consensus approach. This is achieved through forums, conferences etc.

Action 10/60: JR to review introductory paragraph of what SEP does and what SEP can do for individual organisations

Please see appendix 2 for details of related actions:

7/1 Concerns were raised around how this fits in with existing statutory process RB suggested the use of the 8 European High Level Principles of Integrated Coastal Zone Management (ICZM), which the UK Government have signed up to. It was agreed that the EU high level ICZM principles would be used as a base.

7/2 See agenda Item 9

7/3 It was agreed that SEP respond on the process of the consultation rather than the content but this does not stop the Partnership responding or hinder SEP's neutrality. The approach is open and transparent, focused around encouraging engagement

7/6 Concerns were raised regarding how to encourage particular organisations to work cross boundary and why to focus on specific organisations. The MG agreed to work widely cross border and encourage cross border estuary working.

7/8 Remove this action and incorporate into 7/6

8/7 There was a discussion around the need for a mobile phone accessible SEP website. Given current resources the MG agreed that this was not necessary however social networking sites such as Twitter and Facebook should be utilised. PT praised the Flickr photo resource.

8/8 The MG agreed that rather than develop an integrated marketing strategy for the estuary, which incorporated duty of care issues, the Partnership should update its communication plan with links into the State of the Estuary Report

10/4 The MG agreed that SEP should maintain a clear dissemination role however should not have a specific remit to develop a plan of SEP Sectoral activities.

**5. Action 10/61: JR to re-draft SEP Business Plan in light of MG feedback
SEP Financial Position**

RB

RB presented SEP's financial statement July 2010 (Appendix 3). The statement summarises SEP transactions, taking into account the university's (August - August) and the Local Authority financial year (April- April). RB explained that the projected budget was a worst case scenario and did not include IMCORE, FRMS, Severn Estuary Forum and Membership related incomes and expenses. Rhoda also explained that there are some internal transaction matters which are still under investigation.

A discussion was held regarding the possibility of reduced subscriptions from members for subsequent financial years (2011/12-). RM confirmed the Environment Agency would be cutting their contribution by 10%. Whilst Local Authorities are looking to make substantial cuts exact budgets and any impacts on SEP are not clear. In light of this possible reduced income and the current financial statement, the MG agreed that they were unable to commit to the replacement of a full time Partnership Manager at this time but agreed to investigate staffing implications and arrangements through a staffing subgroup (GA, RB, RM).

Action 10/62: RB to circulate dates around staffing subgroup for subgroup meeting

Action 10/63: RB to add IMCORE non-staff contributions to SEP financial

statement

Action 10/64: Cardiff University Finance Officer to check all 2010/11 subscription invoices have been paid

Action 10/65: SEP to revisit the Les Esturiales budget – A meeting can be arranged to coincide with DeltaNet meeting

6. SEP Membership Scheme

JM/RB

The Current SEP Membership Scheme has been allowed to lapse over the past 12 months. PP presented a list of current and past members including 15 Parish, Town and Community Councils and suggested a few ways forward, drawing experience from other Coastal Partnerships. The MG agreed for PP to re-draft the membership structure (and associated costs) in liaison with the MG via email. Discussions centring on targeting consultancies, Universities and differentiating between local and national charities followed. There were also suggestions of reducing individual membership rates to increase overall members and revenue. PP will look into these options and report back to MG via email

Action 10/66: PP to re-draft SEP Membership Structure

7. Forthcoming Events

All

Severn Estuary Forum:

PP confirmed that the 2010 Severn Estuary Forum will be held on the 8th of July at the Armada House in Bristol. PP informed the MG that a programme had been drafted (Appendix 4) although speakers still needed to be confirmed. However, Steve Brooker, Head of Marine Planning for the Marine Management Organisation has been confirmed. The overarching theme for the forum will be, "Celebrating Our Diversity", with the forum being split into three sections. One focusing on the Public Sector, one on the Private Sector and one on the Partnership Approach, SEP and the public.

PT informed the group of the good park and ride service available in Bristol and asked PP to include this in the Forum's joining instructions.

Action 10/67: SEP to explore sponsorship options for the Severn Estuary Forum (Including Bristol Port Company)

Magnificent Severn:

PP informed the MG of the upcoming Magnificent Severn Festival 10th-12th September 2010 at Linton Farm, Over, Gloucester.

PT asked the Partnership to keep members informed of such events so they could attend on behalf of SEP where possible.

8. Severn Tidings

PP

PP informed members of the MG that the summer edition of ST had been drafted as a double issue (due to no Autumn 2009 issue) and was currently with the designers. It is hoped that the Newsletter will be distributed late July.

9. Progress On Projects

All

A ASERA :

JR

JR offered a brief update on behalf of Christine Marsh outlining that the Environmental Management Scheme is currently being drafted and is hoped to be

circulated in draft format early in the new year

B Beacons YoCCo:

JR

JR offered a brief overview of the Beacons YoCCO project which is working with young people on the issue of climate change. The project has setup a website (www.yocco.org) and plans to create an education pack for key stage 4 based around the citizenship syllabus and host 4 workshops around Wales. The workshops will help inform a young person's policy document.

Progress to date has included the completion of the project plan, the creation of a working group, a training event and creation of a steering group to advise on themes and topics and to help identify threats and opportunities.

The Beacons project is a Wales-specific project, however the IMCORE education pack aims to be estuary-wide. SEP are therefore focussing efforts on the Severn Estuary Workshop (to be held at Barry Boys School) and will help with identifying case study areas as well as workshop facilitation.

The need for buy-in from English Universities was raised. RB informed the MG that IMCORE are working closely with Bristol University and The University of West England through the SECCRAG.

Action 10/68: PT to send contact details for Cannington College to RB and SEP

C IMCORE:

RB

RB circulated an update on the IMCORE project (Appendix 4) and informed the MG that the first Science report cards are now available for comment. The report cards are downloadable from <http://www.severnestuary.net/sep/partnership/docs/ClimateChangeReportCards.pdf>

Action 10/69: MG members to comment on Climate Change Report Cards via reporting form available from Paul Parker

There are 5 report cards planned in total with 2 being planned to be available at the Severn Estuary Forum in October, namely these will be sea level change and extreme weather events.

The project also plans to distribute a questionnaire survey on adaptation to climate change in the Severn estuary to inform the development of scenarios and associated estuary workshops in the autumn. GA offered to pilot the survey.

D SmartEst – proposal with IBM:

JR

JR informed partners that there had been no progress on this project due to resource and funding issues. It is therefore seen that SEP will not role forward with this proposed project and partnership with IBM at this time

E SMP2/FRMS:

PP

PRP offered a brief update on the SMP2 indicating that sign-off is hoped for the Autumn. Paul also informed the MG that discussions were currently in progress with the Environment Agency regarding SEP's involvement in the FRMS process.

F State of Severn Resource:

RM

RM offered a brief update on the State of the Severn Report. Rhys informed the MG

that 2 stakeholder workshops had been held in order to collect baseline data and gauge stakeholder views of what the report should include. A draft workshop report has been circulated detailing these discussions. A subgroup is now scheduled to meet on Tuesday 13th July to discuss the format and data inclusion of the document. It is still however envisaged that a draft document be circulated in December 2010.

E Website Activity: GO
Action 10/70: GO to circulate Website update to MG members

F DeltaNet: RB
Action 10/71: RB to circulate DeltaNet update to MG members

10. Business Continuity Plan and IT Handbook PP

PP informed members of the progress of SEP's Business Continuity Plan and IT Handbook to aid contingency planning and data management

11. Any other Relevant Business All

RB informed members of the need to engage with the River Basin Management Plan and offered to look into this with JR.

Action 10/72: RB & JR to look into potential links with the River Basin Management Plan

12. Date and Venue of Next Meeting All

- SEP Management Group 13th October 2010 – Environment Agency Offices, Ty Cambria, Newport Road, Cardiff

Action 10/73: RM to book Environment Agency Ty Cambria Offices 13th October 2010

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09/49	JM to present legal options paper to January MG Meeting	Outstanding – due to resource issues, however JR suggested that this would be raised through the SEP Business plan although saw no real opportunity to change current hosting arrangements

10/24	GA to send letter to RB (Cardiff University) regarding the current financial system difficulties and SEP's concerns	Outstanding
10/43	JR & RB to foster and promotes links and members for the State of the Severn Steering group, to include SECCRAG members, South West Science Forum & Plymouth Coastal Observatory	Ongoing
10/50	RN to talk with Toby Catchpole regarding a Community Heritage Project on the Severn	RN to follow up with Toby Catchpole
10/58	JR to look into the possibility of a Chairs Honorarium to aid activities and attendance of Chair	
10/59	SEP to circulate IMCORE survey of development plans around MG	
10/60	JR to review introductory paragraph of what SEP does and what SEP can do for individual organisations	
10/61	JR to re-draft SEP Business Plan in light of MG feedback	
10/62	RB to circulate dates around staffing subgroup for subgroup meeting	
10/63	RB to add IMCORE non-staff contributions to SEP financial statement	
10/64	Cardiff University Finance Officer to check all 2010/11 subscription invoices have been paid	
10/65	SEP to revisit the Les Esturiales budget – A meeting can be arranged to coincide with DeltaNet meeting	
10/66	PP to re-draft SEP Membership Structure	
10/67	SEP to explore sponsorship options for the Severn Estuary Forum (Including Bristol Port Company)	
10/68	PT to send contact details for Cannington College to RB and SEP	
10/69	MG members to comment on Climate Change Report Cards via reporting form available from Paul Parker	
10/70	GO to circulate Website update to MG members	
10/71	RB to circulate DeltaNet update to MG members	
10/72	RB & JR to look into potential links with the River Basin Management Plan	
10/73	RM to book Environment Agency Ty Cambria Offices 13 th October 2010	

Appendix 1:

SEP Activity Report March-July 2010

Comment [11]: Jen could you please replace with completed update

Management Activity (Jeanette Reis)

Set up weekly team review meetings and more comprehensive internal communications tools
Established long term workplan for core SEP activities: communication, engagement, science
Appraisals for all staff members
Created for web officer post - advertising August 2010
Recruited summer placement post
Reviewed strategic business plan
Organised additional IT facilities- network point
Dealt with minor finance activities
Presented overview of SEP activities at Bristol Channel Strategic Coastal Group & JAC
Represented SEP at WCMP meetings, Marine Planning Pre-Consultation meetings, Green Industries Forum
Responded to Marine Planning pre-consultaion
Applied for and secured CCW funding for additional Beacons YoCCo (climate change engagement and education) project
Assisted establishment of State of the Severn project
Explored options for IBM project - probably not something SEP will follow-through
Explored options for heritage lottery bid- ongoing, but not of immediate concern
Implemented Beacons YoCCo Project (project planning, working group, steering group, links with schools, engagement training activities)
Implemented IMCORE European project- education stream (cross-overs with Beacons YoCCo) and Delphi survey

Engagement Activities (Paul Parker)

- Organisation of 3 Management Group Meetings (11th Jan, 22nd March, 12th July)
- Organisation of 1 Joint Estuaries Day (including JAC, ASERA and SECG meetings), (11th May)
- Secretariat to Severn Estuary Coastal Group and associated SMPII work
- Secretary and active member of Coastal Partnership Network (formally Coastal Partnership Working Group)
- Beacons YoCCo Project work
- Severn Estuary Forum Organisation
- Guest Lecture – Integrated Coastal Management
- Earth IT Pilot – IFolder
- Development of Severn Estuary Partnership IT Handbook
- Development of Severn Estuary Partnership Business Continuity Plan
- IMCORE project (see below)
- Development and Maintenance of SEP communication systems
- Production of 2010 Summer edition Severn Tidings
- Promotion of SEP at National and International Conferences
- SEP Partner Invoicing



Appendix 2:

SEP Strategic Business Plan Final Issues for Consideration (July 2010)

5/5	Develop a more focused consultancy role and establish clear protocols for this to ensure that SEP continues to add value to existing activities.	2	Maintains key funding source to support SEP staff team	SEP staff	A concern – CCW is unlikely to be able to be a member of a commercial organisation, or grant aid such an organisation without extremely clear separation of voluntary and commercial activities.
7/1	Develop 'high level principles' for the Severn Estuary, based on the Lisbon Principles for Ocean Management, through a consultative process	2	Clear strategic management principles understood and agreed	All partners	Major concerns. Need clarity on how this fits with the existing statutory processes for strategic planning, development control? Eg LDP, LDP SEA and LDP HRA processes; eg community strategies, environmental partnerships etc; LBAPs; Reg 61 of conservation of Habitats and Species Regs 2010; etc
7/2	Form a Working Group and develop a Project Brief for a 'State of the Severn' Report	1	Clear understanding of estuary resource	SEP staff	Concerns – as expressed at workshops. Considerable info recently collected on Severn Estuary (biodiversity, economics, flooding etc etc) collected by STP over 2 years. Unclear what SEP with much small workforce and less expertise could add. Also collations by others eg local authorities as part of RoC, LDP SEAs
7/3	Actively input to consultation drafts of statutory documents and monitor SEP success in doing so, working closely with partner organisations	1	Partnership recognised as important consultee	SEP staff	A problem – as so many of SEP members have statutory consultee duties. Comments from different organisations reflect the differing remits and may be conflicting. SEP often has does not have the expertise required to respond across the remits of the many members. A general response may detract from individual responses. SEP can not replace the statutory responses
7/6	Encourage the Welsh Assembly	1	Coordinated approach to	SEP staff	Welcome, but how? How going to feed into existing

7/8	Government and UK Government to work in a cross-border manner in the Severn Estuary Encourage the MMO and WAG to jointly plan any Marine Plan covering the estuary	1	planning in a cross-border estuary Coordinated approach to planning in a cross-border estuary	SEP staff	statutory working processes? And why just WAG? Should also be Defra, MMO etc. And why just planning, there are also cross border strategic and consenting issues. Welcome, but how, and how going to feed into existing statutory working processes? And other English organisations should be involved eg IPC replacement, Defra, DfT (for harbour revisions etc) etc
8/7	Develop a mobile version of the website that can be accessed by mobile phone, or provide information through text messages	4	Website meets mobile users needs	SEP staff	Should rephrase so that "SEP considers the possibility of.....". May not be practicable.
8/8	Develop an integrated Marketing Strategy for the Severn Estuary	1	Clear and agreed approach to marketing	SEP staff	For what purpose? Target audience(s)?
10/4	Develop a clear forward plan of SEP sectoral activities		Wider awareness of estuary and issues	SEP staff	Perhaps not a practicable? Delete?

Appendix 3:

Financial Statement - SEP Jul-10 (NB Does NOT include IMCORE & ASERA - managed as SEPARATE budgets)	2010 -		2011 -	
	1 April - 31 July	1 August - 31 March	1 April - 31 July	1 August - 31 March
	£k	£k	£k	£k
INCOME				
Local Authorities	2963	25947		25947
EA		9000		9000
SECG	900	8400		8400
Beacons	2000			
Deltanet		4000	2000	2000
Other	5800			
COASTATLANTIC	13000			
SECG additional payments	263.46	unknown	unknown	unknown
Total Income	24,663	47,347	2000	45,347
EXPENDITURE				
Staff - fixed term	21,714	25,980	5,152	0
Staff - casual	10,434	10,265	10,331	21,076
Non-staff	2,346	1,000	3,000	1,000
Other	34,655	0	0	0
Total Expenditure	69,149	37,246	18,483	22,076
brought forward balance	70,323	25,837	35,939	19,455
carried forward balance	25,837	35,939	19,455	42,726

Dr Rhoda Ballinger
09/12/2010

**Appendix 4:
IMCORE report to SEP 12/9/2010**

Workstream element	Explanation	Date
Climate change science		
SECCRAG development	Briefing paper on options for development SECCRAG Winter workshop	June 2010 Nov 2010?
Citation database	Evaluation and options report on SECCRD/ Update of database	July 2010
Science Report Cards	Topic cards for non-technical audience	Autumn 2010
Extreme weather event analysis	Report	Autumn 2010
State of Estuary	Briefing paper on IMCORE climate / coastal change input to SOE	July 2010
	Input to SOE	Autumn/winter 2010
Planning workstream		
Planning stocktake	Report: policies related to climate change in development plans	completed
Review of climate change science in policy docs	Climate change strategies	June 2010
	Other LA plans	Autumn 2010
Planners' conference	Conference on coastal planning	June 2010
Scenario development	Delphi survey	July - August 2010
	Delphi report	Sept 2010
	Scenario background research	July - August 2010
	Scenario development	Oct 2010
	Scenario workshop	Nov 2010
Education activities		
See Beacons		
Development of adaptation guidelines		
Review of adaptation guidelines	SMPII/Climate change guidelines from elsewhere	Winter 2010
	Development of Principles for adaptation	
	Development of guidelines for science-policy integration	
	Consult with key stakeholders on guidelines	Spring 2011
	Publish and disseminate guidelines	Summer 2011 SEF 2011
Severn IMCORE Communications		
Website	Develop site	Summer 2010
	Contributions to Severn Tidings, e-news	Ongoing