

SEVERN ESTUARY PARTNERSHIP



Management Group Meeting

Wednesday 13th October 2010

10.00am, Environment Agency, Ty Cambria, Newport Road, Cardiff

Draft Minutes

Chair: Cllr Peter Tyzack, South Gloucestershire Council (PT)

ACTION

Attendees:

Rhoda Ballinger, Cardiff University (RB)
Hannah Dineen, Cardiff Council (HD)
Christine Marsh, Severn Estuary Partnership (CM)
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)

1. Apologies for absence

George Ashworth, Monmouthshire County Council

2. Minutes from previous Management Group Meeting (12th July 2010)

The minutes from the previous Management Group Meeting held on the 12th July 2010 were agreed as a true and accurate record.

3. Matters Arising

All

Action Number	ACTIONS from 12/07/2010	Progress
09/49	JM to present legal options paper to January MG Meeting	Integrated into Business Plan, no real need to change hosting options at this time, however should draw from others experiences and re-visit in future
10/24	GA to send letter to RB (Cardiff University) regarding the current financial system difficulties and SEP's concerns	Ongoing
10/43	JR & RB to foster and promotes links and	Ongoing,

	members for the State of the Severn Steering group, to include SECCRAG members, South West Science Forum & Plymouth Coastal Observatory	SECCRAG Meeting
10/50	RN to talk with Toby Catchpole regarding a Community Heritage Project on the Severn	JR to distribute proposal to MG members
10/58	JR to look into the possibility of a Chairs Honorarium to aid activities and attendance of Chair	Ongoing, need to look at finances. PT to indicate estimated figure of costs for JR, PT, RCB and RM to discuss
10/59	SEP to circulate IMCORE survey of development plans around MG	Completed
10/60	JR to review introductory paragraph of what SEP does and what SEP can do for individual organisations	Completed and distributed
10/61	JR to re-draft SEP Business Plan in light of MG feedback	Completed
10/62	RB to circulate dates around staffing subgroup for subgroup meeting	Outstanding due to funding issues – sub-group to meet ASAP
10/63	RB to add IMCORE non-staff contributions to SEP financial statement	Ongoing discussion – able to offset forum cost. SEP Chair thanked IMCORE for their continued financial support
10/64	Cardiff University Finance Officer to check all 2010/11 subscription invoices have been paid	Completed
10/65	SEP to revisit the Les Esturiales budget – A meeting can be arranged to coincide with DeltaNet meeting	Ongoing – ASAP before DeltaNet Conference
10/66	PP to re-draft SEP Membership Structure	Complete and circulated
10/67	SEP to explore sponsorship options for the Severn Estuary Forum (Including Bristol Port Company)	Ongoing – SEP to meet with LCSW, ARUB and BPC
10/68	PT to send contact details for Cannington College to RB and SEP	Completed
10/69	MG members to comment on Climate Change Report Cards via reporting form available from Paul Parker	Completed
10/70	GO to circulate Website update to MG members	Completed
10/71	RB to circulate DeltaNet update to MG members	

		through E-News
10/72	RB & JR to look into potential links with the River Basin Management Plan	DH & AH are on stakeholder list however SEP have no direct involvement. Discussions regarding whether SEP should be on the liaison panel followed. RM offered to look into SEP's potential involvement
10/73	RM to book Environment Agency Ty Cambria Offices 13 th October 2010	Completed

Action 10/74: JR to circulate Dr. Owain Jones Community Heritage Project proposal to SEP Management Group

Action 10/75: SEP to circulate DeltaNet outline and update to SEP MG members and additionally make the DeltaNet poster available through the SEP website

10/76: RM to explore SEP's potential involvement with the River Basin Management Plans

4. Strategic Business Plan / Financial Business Plan

JR

JR presented the Strategic Business Plan, including Executive Summary, to the Management Group. Jen informed members that there would be a final weeks consultation, concluding on 22nd October 2010, after which the Strategic Business Plan would be published on the SEP website.

The Financial Business Plan was discussed in brief with JR informing members that she would draft the plan once the Strategic Business Plan had been published. The Management Group agreed this approach however stressed the importance of a plan being completed by the end of this calendar year, to aid seeking funding for 2011/12.

Action 10/77: JR to draft SEP's financial business plan for publication by the end of 2010

5. SEP Financial Position

RB

No further financial update was available from that given at July's Management Group meeting due to difficulties with Cardiff Universities Finance System. However RB reported that the current finances were still in line with July's predictions with the addition of the following Incomes:

FRMS (website design) £4500
 BCSEG (website design) £4500
 RTPI planning conference £2500
 Severn Estuary Forum £2000

RB also reported that the IMCORE project only has 1 year left to run, however she

thought the project would be able to support the 2011 Severn Estuary Forum. The chair thanked IMCORE for their continued financial support to SEP.

Finances beyond the end of 2010, however will be tight with the management group agreeing the need to replace the IMCORE project funding stream. It was confirmed that currently, partner contributions only financially support 1 officers role, there is therefore a need to look at future funding for 2011/12. The management group agreed that SEP should be looking pro-actively at funding options, attracting grant funding as much as possible. The importance of engaging in the Marine Planning process and talking with the MMO and WAG was also stressed.

Action 10/78: SEP to wait for an announcement regarding first marine plan areas(end of Nov) and then arrange meetings with WAG and MMO to discuss joint working

Action 10/79: SEP to pursue industrial involvement and membership to the Partnership

Action 10/80: RM to revisit possibility of Aggregate Levee to support some of the Partnerships functions

6. Forthcoming Events

All

JAC:

PP presented a draft SEP JAC programme and agenda for discussion. Paul ask for suggestions of a theme for the day and potential guest speakers, the following were suggested:

The Duke of Beaufort Estate
Western Pier
Penarth pier
The Crown Estate – Dredging

Action 10/81: PP & RM to liaise over guest speakers and organisation for forthcoming JAC event

Action 10/82: PP to circulate JAC agenda week commencing 18th October

7. Progress on Projects

RM

State of the Severn Report (SOSER):

RM gave a short update on the progress of the State of the Severn Estuary Report. He informed the Management Group that CM and himself are currently collecting and collating the data, however the final format and data is still unclear. Draft pages of the sections on birds, geology and geomorphology, water quality and conservation designations have been produced. In producing these documents CM & RM have been made aware of the space and word limit for text and images.

The pitch of the document and target audience was also discussed and is yet to be agreed. G.O suggested the need for multiple levels (in order to appeal to a wider audience).It was suggested that the SOSER would contain more detailed and technical information, with background and supporting information being made available online.

The final report is planned to be a maximum of 60 pages in length, consisting of 7 chapters and 6-7 sub sections in each chapter. The cost of production of 500 copies (including print run and artwork is estimated at £3,000.)

Comment [CSJM1]: Yep, I got the cost right, not the number of copies – 500!

Comment [PRP2]: Christine could you please confirm this.

RM informed the management group members that the report aims to cover all important aspects and issues around the Estuary. RM hopes that the document will aid all three Environment Agency regions to work together on Estuary wide issues.

RB asked if the document would be similar to that of the Severn Estuary Strategy as this was an extremely useful joint initiative document. Rhoda also asked about the inclusion of estuary wide maps. CM informed the group that they planned to include 11 maps in the State of the Severn Estuary Report.

Rhoda also asked about the consultation process on the draft report and whether or not indicator sets for sustainability which are being developed for Europe are to be included as part of a 'health check' on the Estuary.

Action: 10/83 SEP MG to agree on the target audience for the State of the Severn Report

Action 10/84: RM to contact UCC regarding sustainability indicator sets for inclusion in the State of the Severn Estuary Report

Action 10/85: SEP to look into additional sponsorship for the production of the State of the Severn Estuary Report

Severn Estuary Forum:

The success of the 2010 Severn Estuary Forum was reported with PP indicating that SEP received over 100 bookings with over 80 delegates attending the event. Initial feedback indicates that the forum income was £2000 and delegates enjoyed an informative and interesting day. Further analysis, a forum report and speakers presentations will be available on the Severn Estuary Partnership website in due course.

The 2011 Forum event was also discussed with the general consensus being to host a combined event with the RTPi. If resources allow there would also be interest in hosting a 'field trip' style event in the summer months, perhaps a Members only event.

Action 10/86: PRP to research the 2011 Forum event (including approaching RTPi) and feedback to the January Management Group Meeting

SMPII:

PRP offered a short update on progress of the SMPII, informing delegates that a detailed update would be available from the SECG Chair at the JAC event.

ASERA:

CM briefly outlined the progress of ASERA and the EMS management scheme; further details are available through CM's presentation from 2010 Severn Estuary Forum available on the Partnership's website.

Beacons YoCCo:

JR offered a short update on the Beacons project, informing members that the 1st workshop will be held at Barry Boys School on Friday 22nd October 2010-10-15

IMCORE:

RB offered a short update on the IMCORE project highlighting that 'future scenario workshops' will be held on Friday 15th and Monday 18th of October. Further updates

on the IMCORE project are available through RB's presentation from 2010 Severn Estuary Forum available on the Partnership's website.

DeltaNet:

RB presented a short update on the European DeltaNet project. She informed management group members of a meeting to be held in Lisbon from the 15th-17th of November and invited 2 Management Group Members to attend.

Action 10/87: PP to circulated details of Lisbon DeltaNet meeting to Management Group Members

Membership Scheme:

PP presented the re-launched SEP membership scheme which was launched at the 2010 Severn Estuary Forum. Paul stressed the importance of all partners promoting the scheme to increase SEP's membership base, especially in the individual and industrial sectors.

Website Activity:

GO offered a short website activity update, highlighting the main areas of development as:

1. IMCORE – planning section of IMCORE pages on SEP website
2. SEP site review and archive of old pages, this process has identified the need for more Estuary specific content (cross population with SECG and IMCORE)
3. Forum Pages – update with forum report, photos and presentations
4. ASERA – overhaul of whole ASERA website and content in conjunction with CM
5. Beacons YoCCo website has been created and is ready for launch
6. FRMS website has been created and is ready for additional material to aid the FRMS public consultation
7. SECG – SMP11 updates
8. BCSEG – initial costing and website proposal has been submitted to the Environment Agency at £4500 to include creating the site, to hold the activation plan and a member's area with supporting response documents. The quotation also includes hosting costs and 4 years of maintenance.

A discussion followed regarding BCSEG and BCCPA, it was suggested that an overview of this sector be offered at a future JAC event to clear up any confusion amongst members.

8. Any other Relevant Business

All

A short discussion was held regarding Tidal Power in the Severn Estuary and concerns over bias and unbalanced representation of the facts by local press. The Management Group agreed that SEP must remain neutral on all matters within the Estuary including tidal power. However they noted the increased activity from lobbying groups.

The Management Group also agreed that it would be appropriate for SEP to write a letter to all local and national press, stressing the importance of communicating a balanced and factual view on tidal power options for the Severn Estuary. It was suggested that the content of this letter was based on SEP's 2007 position statement on tidal power.

Action 10/88: JR & PP to draft a letter to all press regarding the importance of

reporting a balanced view on Severn Tidal Power Options for the Severn Estuary

9. Date and Venue of Next Meeting

All

- Week commencing the 10th January 2011, Gloucestershire County Council, Shire Hall, TBC

Action 10/89: RN to email availability of Shire Hall to PP

Action 10/890: PP to confirm date and venue of next MG meeting

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10/90	PP to confirm date and venue of next MG meeting	