



MEETING OF THE RELEVANT AUTHORITIES WORKING GROUP

**Waters' Edge Visitor Centre, Barton upon Humber
6th December 2007 – 2:00pm**

AGENDA

- 1. Apologies & Introductions**
- 2. Minutes and matters arising from the Working Group meeting of 22nd June 2007.**
- 3. Financial Summary**
 - a) accounts
 - b) budgets 2007 & 2008
 - c) online banking
- 4. Business Plan**
 - a) Contributions
 - b) Deliverables (wish list)
- 5. Signage**
- 6. Annual report**
- 7. Any other business**
- 8. Date and venue for next meeting**



HUMBER ESTUARY RELEVANT AUTHORITIES WORKING GROUP

Minutes of the Meeting – Thursday 6th December 2007 at Waters' Edge Visitor Centre, Barton upon Humber.

Attendees:

Phil Cowing	(Chair) Associated British Ports
Kat Sanders	HMS Project Officer
Emma Hawthorne	Natural England
Jenny Craven	Natural England
David Patrick	Shire Group of IDB's
Jeremy Pickles	East Riding of Yorkshire Council

1. Introductions and Apologies:

The group formally introduced themselves and acknowledged the attendance of Jeremy at his first working group meeting since replacing Jon Capel as the local authority representative.

Apologies were received from:

Phil Winn	Environment Agency
Adrian Koster	Humber Advisory Group Chairman
Chris Holliday	North East Lincolnshire Council

2. Minutes and matters arising from the Working Group meeting of 22nd June 2007

The minutes were agreed to have been a true reflection of the meeting. Kat provided a summary of the action points from the last set of minutes.

- Humber Conference held 21.11.07 – 105 delegates from 55 different organisations – good range of presentations, positive feedback received on HMS presentation.

Kat provided a summary of the conference feedback forms for each attendee (see icon below) and passed on thanks from Tony Edwards for the financial support of the HERAG. The proceedings of the conference will be circulated by the end of the year.



Humber Conference
07 Feedback Summar

- Natural England contribution now paid in full. Original payment repaid to JBA.
- Website host paid until March 08. Website currently working well so will transfer host in New Year before repayment of hosting is due.
- See item 5.

- Issue 7 produced in Oct as second issue in 2007. Included crease, Costs = £1022 printing 2000 copies, postage from NE reduced by £50 by using A5 envelopes. Mailing lists at the EA and Natural England updated.
- See item 6.
- Humber Sea Terminal memo was posted on website and included in Ebb & Flow.

3. Financial Summary

Kat talked the group through the financial summary, the statement of income and expenditure for the calendar year 2007 and budgets for 2007 and 2008. She noted that the current balance of the HMS account (as of 15.11.07) stood at £49, 072.84
There were 25 out of 34 RA's invoiced for 07/08 –all of these contributions have been received.

Although it was reported at the HERAG meeting in October that Garthorpe IDB were merging with Axholme and therefore soon to cease to be a member, David Patrick told the group that this has now changed and that due to decisions at governmental level, Garthorpe is now no longer merging. He noted that it would be unlikely to receive a contribution from them 08/09.

Kat had spoken to Jonathan Hart Woods at British Waterways that morning to chase the letter she had sent in October regarding contributing to the scheme. The letter had been sent at the request of British Waterways and they sent their apologies for the delay in responding. Jonathan informed her that he would be meeting with his manager on Monday 10th to discuss the matter and would inform her of the outcome as soon as possible.

Action Point, Kat: Keep the group informed on outcome of British Waterways meeting.

Kat also informed the group that following the latest HERAG meeting, she had contacted Michelle Nichols from APT and requested her services in auditing the HMS accounts. Michelle has kindly agreed to do this and arrangements will be made to provide the information to her early in the New Year. David Patrick suggested that a letter of confirmation that the accounts are correct should be written by Michelle and kept for future reference.

Action Point Kat: Arrange convenient time with Michelle to audit accounts. Letter of confirmation to kept for reference.

Kat informed the group that Natwest had recently made online banking available to business account holders. She requested approval to sign up to this service. The group agreed that it was an easier and efficient way of managing the account.

Action Point Kat: Set up online banking for the HMS business account.

4. Business Plan

Following discussions at the HERAG meeting in October, it was felt that a more long term business plan was needed to assist in setting goals for the HMS delivery and also show individual RA's evidence that their financial support is required for planned projects and not merely accruing in the HMS account. It was agreed that for 2008/9 the contributions would be increased with inflation at 3% as in previous years. The following 2 years 09/10 and 10/11 contributions' will be levelled at the same rate.

Kat presented the draft business plan at the meeting (displayed on the screen) and provided each attendee with a 'wish list' of six items (see below). The group reviewed each item and its associated costs and agreed that all the items were relevant and of benefit to the implementation of the scheme. It was decided to include all the ideas in the business plan but to prioritise them accordingly.



Wish List.doc

Kat agreed she would amend this section of the plan to reflect the wish list in priority order, with associated costs and timescale for each item. Budgets for the next 3 years would also be included and factor in items on the wish list.

The most ambitious item on the wish list – a study into disturbance of the SPA by recreational activities was agreed by the group to be a worthwhile and useful exercise for the scheme, however, due to the financial cost (£20,000) it was felt that more information was needed before committing to it. Kat said she would write a proposal for the study and investigate potential for external funding.

The business plan will be amended following the discussions at the meeting and then reviewed again by the working group prior to the HERAG AGM in March.

Action Point Kat: Make amendments to plan as suggested. Circulate amended plan to working group for comment ahead of final approval and changes by the working group at the meeting 3rd March.

One of the ideas detailed on the wish list was the questionnaires and Incident reporting forms for HAG. Kat tabled a copy of the questionnaire and explained that it would be launched at the next HAG meeting in January. It is hoped that HAG members can submit completed questionnaires over course of the year, the results of which will provide much needed data and information on the user awareness and recreational activities (linked with the codes & annex G) occurring on the estuary.

Jeremy suggested posting the questionnaire on other local authorities' websites to allow members of the public to access it and fill it in by themselves.

Action Point Jeremy: Put monitoring questionnaire on East Riding's website for public use.
Kat: To approach other local authorities to do the same.

5. Signage

Kat reported that development of the first phase of the project was progressing well. She has arranged to visit the Shelley factory 17.12.07 to go through the second proof with the designers, following which time it will be sent to the group for comment. Kat also reported that she awaiting final confirmation from the MOD to include their order of 2 signs with the original 6. The MOD have allocated £2000 to pay for two signs to go at Donna Nook, the basic design will remain the same with a small amount of additional information regarding the bombing range added.

Kat added that the permissions for the signs are ongoing; approval has been given for Brough and Hessle. Alkborough and Barton upon Humber are awaiting final approval from the EA and Cleethorpes and Paull still have matters outstanding.

Since the last working group meeting, when it was reported that the bid to the Marine Stewardship Fund had been rejected, a revised bid to the renamed 'Marine Communities Fund' was submitted in October. Kat reported that she had heard that morning that although

the full amount of the bid had not been granted an offer of £1500 had been made. This money will be available from April 1st 2008 and will be included in Phase 2 of the signage project which will include signs at Horseshoe Point and Spurn (funded by NESFC) and 4 others (at locations to be confirmed) funded jointly by ABP and now the Marine Communities Fund.

The group commented on the location for the siting of the sign at Waters' Edge. Kat showed them 2 photographs and asked for a consensus on which was preferable. She noted that although both locations were approved, she had received very equal favour for both sites, the group agreed that first location (on the flood bank at the eastern end of the visitor centre) was perhaps the best given it would be more visible and therefore better fulfil the aims of the project.

Action Point Kat: Accept offer from Crown Estate 'Marine Communities Fund'. Organise list of signs for phase 2 of project.

Organise permissions for siting of Barton sign at chosen location at Waters' Edge.

6. Annual report

Following Emma's suggestion at the previous meeting, Kat reported that a meeting for the local authorities authors (Annex G) had been held on Friday 30th November. Although not everyone was able to attend, the meeting had been useful and allowed the Annex G authors to talk about the difficulties they were having and discuss ways in which it could be improved. See below for summary of meeting.



Summary of Annex G
meeting Friday 30th.

Kat reported that all the pro-formas had been sent out during November to allow the authors as much time as possible to submit them. She had requested a deadline of Jan 31st.

Action Point, Kat: Continue to liaise with lead authors to encourage early completion of pro formas and whole report. Particularly Annex G authors.

7. Any other business

There was no other business reported.

8. Date and venue for next meeting.

It was suggested that the working group should meet prior to the HERAG AGM (20th March) specifically to approve the final business plan so that it can be presented to members at the AGM. The next meeting of the working group will be hosted by East Riding Yorkshire Council on Monday 3rd March at county hall in Beverley.