



Management Scheme  
**MEETING OF THE RELEVANT AUTHORITIES GROUPS**

Kingston upon Hull City Council  
 The Guildhall Hull, Hull HU12 2AA  
 8<sup>th</sup> December 2005 – 10.00am

**AGENDA**

1. Apologies & Introductions
2. Minutes and matters arising from the Relevant Authorities' Group meeting of 8<sup>th</sup> December 2004, not other wise on the agenda.
3. Project Manager's Report CJM
  - A. SAIL
  - B. European Marine Sites Information/Discussion Group
  - C. Keyingham IDB
  - D. Web Site Usage
  - E. Ebb & Flow
  - F. Sign-Up Process Final Document production
  - G. Arrangements for launching the Management Scheme
4. Finance
5. HERAG's Terms of Reference – revisions to incorporate the changes agreed on 8<sup>th</sup> December 2004.
6. options paper
  - 5/1).Structure – HERAG, roles and responsibilities etc
  - 5/2).Administrative Structure (including clear process for review and response to issues/changes
  - 5/3).Funding the Humber Management Scheme
  - 5/4).Contributions
7. Humber Advisory Group report NJ
  - A. Chairman's report
  - B. Codes of Conduct
8. Election of Chairman/Vice Chairman - *Terms of Reference 2.3.3*
9. Any other business.
10. Date and Venue for Next Meeting.

	<i>Dec 04</i>	<i>Jan 05</i>	<i>Feb 05</i>	<i>March 05</i>	<i>April 05</i>	<i>May 05</i>
WG						
HERAG						
HAG						

NB: Following the meeting and refreshments a hosted tour of Hull's water front is available. Please let me know if you wish to participate.



**Management Scheme**  
**Meeting of the Relevant Authorities' Group at the Guildhall Hull**  
**8th December 2004**

**Attendees:**

Associated British Ports	Brian Nickson	Acting Chair
Associated Petroleum Terminals Ltd	Roland Guest	
East Lindsey District Council	David Pocklington	
East Riding of Yorkshire Council	Suzanne Jevons	
English Nature	Kate Jennings	Arrived 11.10
Environment Agency	Philip Winn	Arrived 10.45
Humber Advisory Group	Neville Jones	
IDBs' South	David Patrick	Arrived 11.00
Kingston Upon Hull City Council	Jon Capel	
Lincolnshire County Council	Doug Robinson	
Market Weighton IDB	Peter Clarke	
North East Lincolnshire Council	Brooke Smith	
Lindsey Marsh IDB	David Sisson	

**In Attendance**

Associated British Ports	Phil Cowing	
City of Hull Environment Forum	Dave Withill	See note below
Environment Agency	Anita Bartle	
Humber Project Manager	Chris J Manning	
Humber INCA	Tony Edwards	Arrived 11.25

*Dave Withill attended on the instructions of Adam Fowler (CHEF), he realised that he was at the wrong meeting and didn't participate. Note, several members were surprised at Dave's presence, all assumed he was the guest of another RA.*

**Minutes**

**1. Apologies & Introductions**

Apologies were received from:

Anglian Water Services Ltd	Paul Glass	
Humber Sea Terminal Ltd	Ian Devine	
North East Sea Fisheries Committee	Giles Bartlett	
Ottringham, Preston, Skeffling and Winestead IDB	James Chorlton	<i>Apologised via letter dated 2<sup>nd</sup> December 2004 and not available to the meeting.</i>
Yorkshire Water	Sarah Lund	

Chris informed members that Kate Jennings, David Patrick and Philip Winn would be late. Members then introduced themselves.

**2. Minutes and matters arising from the Relevant Authorities Group meeting of 7th October 2004 not otherwise on the agenda.**

**Matters arising.**

**Smoke stack emissions.** It was confirmed that within a port these are the responsibility of the Port Health Authority. Phil will confirm the MCA role.

**Action Phil to confirm MCA's role in smoke stack emissions.**

Humber Properties (formally Hessle Dock), it was questioned if this ‘dock’ falls within the Harbours Act 1964.

**Action Chris & Brian** to investigate and confirm if Humber Properties are a RA.

Signing up to the Management Scheme, RA reported that they were undertaking this:

Lincolnshire County Council	February
Kingston Upon Hull	In hand
East Riding Yorkshire Council	January
East Lindsey District Council	In hand

### 3. Project Manager’s Report CJM

#### a. SAIL

Chris reported briefly on the SAIL 2 networking day held at Ostend on 10<sup>th</sup> November, his travel and accommodation funded by SAIL. Topics covered included, ICZM, and Interreg projects, Water Framework Directive and the possible future implications for EMS, ‘The ATKINS’ and its implications. Note copies of the full minutes are available on request.

#### b. European Marine Sites Information/Discussion Group

Following the European Marine Sites workshop, Chris had started this discussion group between EMS officers. Membership was limited but useful information was being exchanged.

#### c. Keyingham IDB

An investigation of IDBs’ boundaries has concluded that Keyingham jurisdiction finishes at TA220225 where Keyingham passes under a minor road. Keyingham IDB has been removed from the list of RA and their contributions to-date of £230 refunded.

#### d. Web Site Usage

Month	March	April	May	June	July	August	Sep	Oct	Total
<b>Total unique visitors</b>	93	49	303	412	392	385	474	478	<b>2,586</b>
<b>Total site hits</b>	633	118	587	970	829	938	990	1129	<b>6,194</b>
<b>Average time on site</b> (minutes)	11.3	4.33	9.05	8.31	7.88	11.84	7.42	4.98	

#### e. Ebb & Flow

A further edition will be published to coincide with the launch. Two articles were to hand and further material requested. Contributions are needed early January.

#### f. Sign-Up Process Final Document production

Human have quoted less than £5,200 for production of 225 the documents, this was less than previous estimates.

	G W Belton <b>Estimate</b>	Kallkwik <b>Estimate</b>	Monks Print & Design <b>Estimate</b>	Human <b>Quote</b>
Based on 150	3,900	3,046	3,157	<i>Revised quote for 225 all inclusive</i>
For 225 pro-rata	5,850	4,569	4,735	
Est extra for coloured tabs	700	700	700	
	6,550	5,269	5,435	<5,200

Following a brief to mirror the web site, they had produced 5 designs for consideration. The designs were considered: A, B, D and F were rejected due to the choice of images (Humber Bridge & a tractor) with detailed discussion following on E & C. C was preferred as the title was on the spine, however the size and appropriateness of images were questioned and EN advice would be sought on choice of pictures. It was suggested that the pictures use larger circles and display themes from the Management Scheme, eg: Fish, FD water management, Saltend drainage and industry, flock of birds, shipping, PHS setback site.

**Action Kate & Chris** to refine the design and choose appropriate pictures

**g. Arrangements for launching the Management Scheme**

Chris outlined his attempts to book Elliott Morley, from the first acknowledgement on 26th October to date. A decision is promised by 12<sup>th</sup> December. If this is unfavourable or delayed the launch will be booked for the 18<sup>th</sup> or 25<sup>th</sup> February 2005 and a VIP invited according to availability. Everyone agreed that Elliott Morley would be the best choice.

**4. Finance**

David presented a report on behalf of JBA/GBF. This was accepted.

**5. HERAG's terms of reference – options paper**

**5/1).Structure – HERAG, roles and responsibilities etc**

It was considered inappropriate to delegate responsibilities for the running of HMS to the Chair/Vice Chair. The apparent loss of purpose for the WG was considered; the conclusion was that the WG was too large, while HERAG attendance had reduced leading to similar attendance. Additionally, the closeness of the WG & HERAG meetings contributed to this situation.

After much discussion it was resolved that:

- HERAG would meet twice per year.
- the WG would meet as necessary, with initial meeting scheduled at 6 monthly intervals between the HERAG meetings.
- the WG would consist of a single representative from each of the following groups/organisations, plus the Chair/Vice Chair of HERAG. It was agreed that the Chair/Vice Chair would automatically represent their group/organisation.

English Nature	Kate Jennings
Environment Agency	HERAG Vice Chairman
Harbour Authorities	HERAG Chairman
Humber Advisory Group	Neville Jones
Internal Drainage Boards	David Patrick
Local Authorities	Jon Capel
Chairman of HERAG	Brian Nickson
Vice Chairman of HERAG	Phillip Winn

Brian would continue being Chair for next 6 months, after which Phil had agreed to take over.

It was agreed that the WG agenda and minutes would be circulated to all RA - any feed back would be welcome.

**5/2).Administrative Structure (including clear process for review and response to issues/changes**

The options considered were:

- Letting the work annually by a formal tender process
- Directly employ a part-time officer via (GBF) JBA or Humber INCA
- Joining with the Flamborough EMS to employ a FT Project Manager Post for the two sites

It was agreed that the Flamborough option required consideration of the respective job descriptions, and recognised that the decisions for the future were interlocking. Any hiatus between the development of the MS and the implementation could adversely affect HMS. It was resolved to extend the PM's contract for a further 12 months, with the option of selling a service to Flamborough if time was available and that promotion of HMS should be included in the job description. It was noted that Flamborough were about to undertake a scoping exercise that would inform their future decisions. David reported that JBA had yet to consider extended hosting of the PM. The options of INCA hosting for the MS was considered, it was decided to retain JBA as the hosting employer subject to contract.

**Action David** to negotiate an extension of the current contract with JBA directors

**Action Working Group** to examine hosting of HMS when contract details are available.

### **5/3).Funding the Humber Management Scheme**

Associated British Ports, English Nature and the Environment Agency offered to contribute £7,000 for the 2005/6 financial year, David Sisson thanked these RA for their generous offer. The other contributing RA agreed to maintain their existing contributions with a 3% inflation based increase. An apparent £1,000 shortfall could be funded from the balance that has been brought forward from last year's accounts.

### **5/4).Contributions**

Emails from Anglian & Yorkshire Water were tabled, these outlined reasons why they believed that they shouldn't contribute financially to HMS. It was noted that Anglian Water had contributed to the Wash EMS but that this had ceased when the staff involved had moved.

It was agreed that in principle all RA needed to fund HMS. Advice would be sought on how to encourage non-paying RA to contribute as complying with the MS is a statutory requirement. It was noted that Crow Act placed additional duties on RA, and that a legal opinion would assist in resolving this issue.

**Action Kate/Chris** to clarify the rationale for contributing to HMS

**Action Working Group** to resolve this issue of funding and develop a model for the future

## **6. Humber Advisory Group report**

### **a. Chairman's report**

Nev reported on 2<sup>nd</sup> December meeting. Members had been updated on HMS developments, and considered in-depth the emerging codes. HAG wanted to continue their involvement with HMS and their role within HERAG.

### **b. Codes of Conduct**

The codes had now been compiled into a single document. Some duplication was present and other matters such as motorised recreation not yet been resolved. All HAG's comments would be incorporated into the codes by early January and the final text presented to HERAG. Copies of the current text are available on request.

The status of the codes was discussed, and their lawful status investigated. It was noted that the codes were 'Advisory' but that issues such as motorised recreation on the foreshore needed to integrate with EN's site notices.

**Action Chris** to consult with EN

## **7.**

## **Election of Chairman/Vice Chairman**

The following were duly elected:

Chairman	Brian Nickson
Vice Chairman	Phillip Winn

### **8. Any other business.**

Brian presented Tony with a retirement card and thanked him on behalf of HERAG for his many years contributing to the HMS. Tony thanked the members for their support over the years.

### **9. Date and Venue for Next Meeting.**

Working Group 16<sup>th</sup> March 2005, hosted by JBA at Doncaster

HERAG, 14<sup>th</sup> June 2005, hosted by ABP at Hull

*HAG 17<sup>th</sup> February 2005 at Hessle Town Hall.*

Chris J Manning, Anita Bartle

17<sup>th</sup> December 2004