

Management Scheme
MEETING OF THE RELEVANT AUTHORITIES GROUPS
Environment Agency's - Willerby Offices
7th December – 10.00am

AGENDA

1. Apologies & Introductions
2. Minutes and matters arising from the Relevant Authorities Group meeting of 14th June 2005, not otherwise on the agenda.
3. Working Group report (13th September) BN for PC
4. Project Manager's Report CJM
 - a. Codes of Conduct
 - b. Web Site & Ebb & Flow
 - c. Implementation (Annual Report - Recreation & Tourism)
 - d. Humber Biological Action Plan
 - e. Signage of the Humber EMS
5. Financial report T Edwards via CJM
 - a. Financial year update/cash flow forecast
 - b. Budget 2006/7
 - c. Contributions 2006/7
6. HMS Constitution
7. Elections
 - a. HERAG Chairman
 - b. HERAG Vice ChairmanRepresentatives on the Working Group from the following organisations (if not already represented by the HERAG Chair or Vice Chair):
 - c. One Local Authority (currently Jon Capel)
 - d. One Harbour Authority (currently Phil Cowing – HERAG Chairman)
 - e. One representative of the Internal Drainage Boards (currently David Patrick)(Note, the Environment Agency, English Nature and the Humber Advisory Group Chair are automatically members of the Working Group as mandated in the Term of Reference)
8. Humber Advisory Group report NJ
 - a. Meeting, Sep 2005
 - b. Constitutional Issues
9. Any other business.
10. Date and Venue for Next Meeting

HUMBER



Management Scheme

Meeting of the Relevant Authorities' Group at the Environment Agency's - Willerby Offices 7th December 2005

Attendees:

Associated British Ports	Brian Nickson	Chair, until 10.15
East Riding of Yorkshire Council	Tom FitzGerald	
East Riding of Yorkshire Council	Richard Mowforth	
English Nature	Emma Hawthorne	
Environment Agency	Philip Winn	Chair, arrived 10.15
Humber Advisory Group	Neville Jones	
Kingston Upon Hull City Council	Jon Capel	
Lindsey Marsh IDB	David Sisson	
Market Weighton IDB	Peter Clarke	
MOD	David Batchelor	Arrived 10.25
North East Sea Fisheries Committee	Giles Bartlett	
North Lincolnshire Council	Andrew Taylor	
Shire Group IDB	David Patrick	

In Attendance

Flamborough Head Project Officer	Leanne Stockdale
Humber Project Manager	Chris J Manning

1. Apologies & Introductions

Apologies were received from:

Associated British Ports	Phil Cowing
David Fullwood	Preston IDB
Humber Sea Terminal Ltd	Ian Devine
Roland Guest	APT Immingham Ltd

Members introduced themselves, new members present; Tom FitzGerald, Principal Coastal Officer & Richard Mowforth, Senior Coastal Officer both from East Riding of Yorkshire Council. Emma Hawthorne newly appointed to replace Ben McCarthy.

2. Minutes and matters arising from the Relevant Authorities Group meeting of 14th June 2005, not otherwise on the agenda.

The following changes were made to the minutes.

Venue was ABP Port House, Hull

David Patrick represents the Shire Group IDB

Item 3 Hessele Dock, remove mention of the discussions

Matters arising, it was reported that ABP's legal advisor had approved the current Terms of Reference but advised that ABP obtain advice from their insurance adviser.

Brian: to obtain advice from ABP's insurers.

3. Working Group report (13th September)

Brian reported, that the sign up process is continuing with Goole Fields signing on 16th November and Preston on the 30th November. Voting on the Terms of Reference had been completed with new terms now in place. The WG had:

- Undertaken to produce a draft constitution.
- Agreed that HMS was an inappropriate consultee on Local Developments Frameworks etc.
- Reviewed implementation and reporting, including the refusal of Yorkshire Wildlife Trust to distribute the Codes (now resolved).
- The Bank account remains with Natwest at Doncaster, address changed to Water's Edge, signatories any two of: Phil Cowing, Philip Winn and Tony Edwards - Humber INCA.
- Hosting of Project Manager at Humber from 1st September. Humber INCA will be paid £4,000 pa to include, all services (internet & telephone).
- Considered important to transfer momentum from development to implementation during the first year of implementation. Agreed to retain the existing budget, plus inflation, for a further 12 months, and extend the Project Managers contract for 12 months until 28th February 2007 with a 3% pay rise.
- RA who do not currently contribute, fiscally, would be contacted, seeking fiscal contributions for 2006/7.

Yorkshire Water's response to the request for financial support was noted. It was noted that if YW contributed financially many other organisations may seek funding from them. Nev stated that he was on YW's Environmental Advisory panel and would raise the issue with them. Concern was expressed that if RA were not legally obliged to support Reg 34 Management Schemes they could fold. Agreed that the other RA would continue to fund HMS and talks on YW's offer to fund research and studies be progressed.

Emma: to ask for EN's legal opinion on the responsibilities of RA to fund Reg 34 Management Schemes.

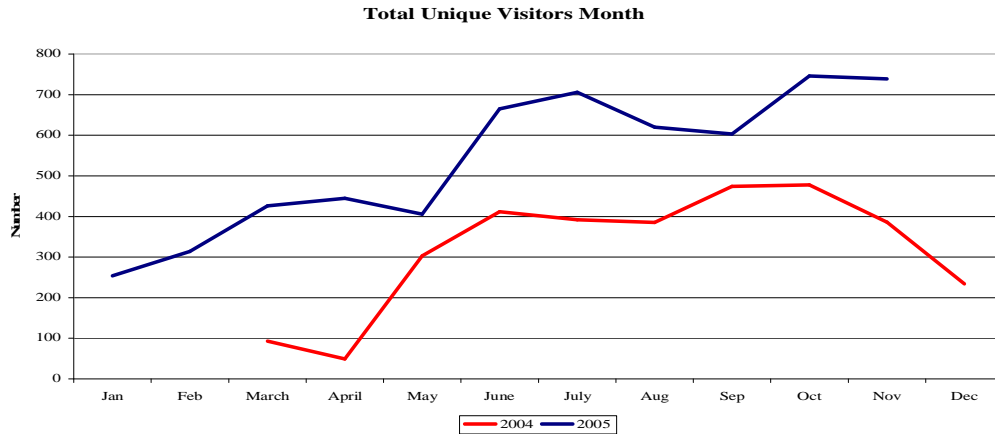
4. Project Manager's Report

a. Codes of Conduct

25,000 were printed and only just over 5,000 remain in stock, hopefully enough to top up existing outlets in 2006. A reprint may then be required for 2007, when we have promised to revise the layout so that bait digging/wildfowling is not associated with Spurn. At this stage it is difficult to assess usage of the codes and it is planned to undertake a series of simple surveys to establish if our distribution system is delivering to the target audience.

b. Web Site & Ebb & Flow

It was noted that usage of the web site as an indication of interest had increased for the launch, and thereafter the distribution of the "Codes" and Ebb & Flow continued to promote HMS. This version of Ebb & Flow received several favourable comments.



c. Implementation (Annual Report - Recreation & Tourism).

Noted that this was the hardest section of the Action Plan to implement with a diverse range of activities and diffuse responsibilities across the Relevant Authorities. The many Management Actions involving; Monitoring, Research and Surveillance have no clear protocol as to how this is to be undertaken.

The Codes are an important part of this section, and the PM will undertake survey work in 2006 to ascertain their effectiveness. It was noted that any survey would only offer limited coverage but, the work needed to be repeatable in order that change over time could be detected.

HAG had been asked to assist survey work and it was questioned if a student from a university/college might be able to assist and/or Local Authority Tourism departments.

d. Humber Biological Action Plan

Noted that development of a Humber BAP had stalled, and its development was outside HERAG’s control. The Lincolnshire BAP focuses on the Wash, while on the North Bank, Hull had completed their BAP and ERYC hadn’t started. It was agreed that the PM would try and break the impasse over the Humber BAP, and examine the linkages with other BAPs, this might render its completion as a standalone BAP unnecessary. This work would be explorative and not involve production of a Humber BAP by HERAG.

e. Signage of the Humber EMS

The need for signs had been identified in the Management Scheme in Annex F (Saltmarsh Management) and Annex H (Science & Education) additionally HERAG wanted to encourage “widespread participation in developing, and ownership of, the Humber Management Scheme”.

It was noted that English Nature have unsuccessfully sought internal funding for signs and that given the co-operation achieved within the HMS partnership it is more appropriate to collectively mark the site under the HMS name. EN advised that the requirement for an offender to “knew that what he destroyed, damaged or disturbed was within a site of special scientific interest” was to be removed in the Natural Environment and Rural Communities, reducing the statutory requirement for signs.

The number of signs required, specification and budget was to be determined, it was agreed that external or new funding was to be sought for the signs as the HMS existing budget does not provide for this work.

Members asked on the progression of the SAC/SPA designations, EN reported that these were with Defra awaiting forwarding to Europe. In view of all the work undertaken to confirm these designations this was considered unsatisfactory and HERAG resolved to write to DEFRA.

Emma: to find the DEFRA contact.

Chris: to write asking why the designations hadn't been progressed.

5. Financial report

a. Financial year update/cash flow forecast

The financial report was tabled and accepted. The surplus to date was £ 2,339 with a projected year end surplus of £2,381. It was noted that all contributions had been received (the Environment Agency's was not shown on November's bank statement, the PM confirmed that it had subsequently been received).

b & c. Budget & Contributions 2006/7.

A draft budget was tabled, this allowed for an 11 month full-time extension to the project officer's contract until 28th February 2007, with a 3% pay rise in Sept 2006. Increased expenditure on HAG when insurance is supplied and a single issue of Ebb & Flow. The projected surplus with a 3% increase in contributions is £2,841.

6. HMS Constitution

An initial draft was circulated, comment included: It was agreed to incorporate the changes in a revised document to circulate with the minutes, and ask for all comments by 28th February. The revised constitution would be adopted at the AGM in March 2006.

7. Elections

	Candidate	Proposed by	Seconded by
HERAG Chairman	Phil Cowing	David Patrick	Peter Clarke
HERAG Vice Chairman	Philip Winn	David Batchelor	Emma Hawthorne
Local Authorities - WG	Jon Capel	Andrew Taylor	Tom FitzGerald
Harbour Authorities - WG	Phil Cowing	Via HERAG Chair election	
IDB's -WG	David Patrick	David Sisson	Peter Clarke

The Chairman and Vice Chairman were elected unanimously. The Local Authorities and IDB's Working Group representatives were elected unanimously by the members of these "groups" present.

8. Humber Advisory Group report

a. Meeting, Sep 2005

HAG had discussed the final version of the Codes and their distribution. HAG had been asked to assist in collecting data for the Recreational and Tourism parts of the action plan, together with collecting press cuttings so that media interest in

HMS can be monitored. The promotion via talks etc will be monitored and logged.

It was noted that with HAG's membership there were 58 people who only received Communiqué. Recently most of these had been contacted and apart from one, all wanted to continue receiving Communiqué and it was thought best to include these as corresponding members of HAG.

The meeting had concluded with talks on:
The Humber Flood Risk Management Strategy – Philip Winn
Humber Environmental Data Centre – Clare Langrick

b. Constitutional Issues

HAG had elected a chairman and two vice chairmen at its first meeting. Richard Clarke felt that having two vice chairman was now unnecessary and didn't seek re-election. Nev Jones (Chairman) and John Rowley (Vice Chairman) were unanimously elected for a further year.

Constitution/Insurance were not considered further pending the insurance brokers advice.

9. Any other business.

Emma Hawthorne advised members that she had been appointed to replace Ben McCarthy and that Kate Jennings would not be replaced during her secondment.

Jon Capel reported that Kingston Upon Hull City Council support for HMS remained, during a period of reorganisation. Jon also noted that he received newsletter from other Estuary partnerships.

David Patrick asked for papers to be issued before meetings, and reported that he had attended a recent International Commission on Drainage event.

Andrew Taylor asked if any guidance was available for nuclear installations as the Reg 33 advice and HMS have limited information on this topic.

David Batchelor reported Defence Training Estates was being formed to include all the services provisions, and a review of requirements may see closure of some sites.

10. Date and Venue for Next Meeting

Annual General Meeting, 16th March at 10am, at Water's Edge Barton upon Humber hosted by North Lincolnshire Council

Chris J Manning, December 2005

1. Objectives

The objective of the Humber Management Scheme is to deliver the Relevant Authorities collective responsibilities for the development, implementation and monitoring of a single management scheme for the Humber Estuary European Marine Site, as detailed in regulation 34 of the “Natural Habitats, &c) Regulations 1994”.

2. Membership of Humber Estuary Relevant Authorities’ Group (HERAG)

Membership of the Humber Management Scheme will comprise a representative from each of the Relevant Authorities, as defined in the Habitats Regulations. The chairman of the Humber Advisory Group will be invited to all HERAG and Working Group meetings.

3. Officers of the Partnership

The officers shall consist of a Chairman and Vice Chairman and Treasurer elected annually from the membership. Secretariat shall be provided by scheme staff when in post, otherwise an elected member. An executive shall be elected annually as detailed in the Terms of Reference. The executive is called the Working Group. The Working Group shall appoint staff, set and monitor their work and administer the budget, reporting to HERAG.

4. Meetings

HERAG will meet at least once a year for an Annual General Meeting, commencing (March 2006) at which the following business will be conducted:

- (a) Adopting the Annual Accounts
- (b) Adopting the Annual Report
- (c) Election of officers
- (d) Election of the Working Group
- (e) Setting the budget for the following year

- 4.1. The quorum shall be not fewer than 8 members, each Relevant Authority shall have 1 (one) vote.
- 4.2. Proxy votes are not permitted, except when a member legally represents another RA.
- 4.3. Voting shall be by simple majority, the Chair having a second (casting) vote in the event of a tie.
- 4.4. The Working Group will meet as often as necessary to discharge Humber Management Scheme business. Agendas and minutes of Working Group meetings will be distributed to all Relevant Authorities.

5. Funding

- 5.1. Funding shall be provided by the Relevant Authorities collectively, together with seeking grants/donations or awards applicable to the Humber Management Scheme.
- 5.2. A bank account shall be maintained in the Humber Management Scheme to receive funds.
- 5.3. The signatories of the bank account shall be any minimum 2 out of the 3 members authorised to do so by HERAG.

6. Property

All intellectual property issued by the members in connection with the Humber Management Scheme, will remain the property of the respective members who will continue to own the prior rights for the property. Intellectual property shall only be used for Humber Management Scheme purposes, unless the consent of the member is given.

All property purchased by HERAG will remain the property of HERAG.

7. Winding Up

In the event of winding up, any funds within the bank account and property will be returned to the Relevant Authorities in proportion to their contribution in that financial year, or the year immediately preceding if no contribution were collected that year.

8. Alterations to the Constitution

Alterations to the constitution of the Humber Management Scheme can only be made after a proposal has been circulated to all members, with 12 weeks notice of the date, time and place of the meeting.

Constitution accepted at a meeting on(date)

Signed.....(Chair)