



**HUMBER ESTUARY RELEVANT AUTHORITIES GROUP  
Annual General Meeting**

**Thursday 22<sup>nd</sup> March 2007 – 10.30am  
Port House, King George Dock, Hull**

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**Agenda**

- 1. Introductions & Apologies**
- 2. Minutes and matters arising from the Relevant Authorities Group meeting of 21<sup>st</sup> November 2006.**
- 3. Election of Officers** Group
  - a. Chairman, Vice Chairman and Treasurer
  - b. Working Group Officers
  - c. Forward Strategy for HERAG and Working Group
- 4. Financial Report** Kat Sanders
  - a. Adopting the annual accounts
  - b. Review of contributions 2007 -2008
  - c. Setting the annual budget
- 5. Project Officer's Report** Kat Sanders
  - a. Humber Signage.
  - b. Ebb & Flow
  - c. MPA Centre
- 6. Annual Report**
- 7. Humber Advisory Group Report (meeting, 20.02.07)** *Adrian Koster (Chair)*
  - a. Chairman Elections
  - b. Wildlife Crime Officer
  - c. Humber Week
  - d. Role of HAG
- 8. Any other Business**
- 9. Date and Venue for Next Meeting**



**HUMBER ESTUARY RELEVANT AUTHORITIES GROUP  
Annual General Meeting**

**Minutes of the Meeting –22nd March 2007 at Port House, King George Dock, Hull.**

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**Attendees:**

Phil Cowing	(Chair) Associated British Ports
Phil Winn	(Vice Chair) Environment Agency
Kat Sanders	HMS Project Officer (PO)
Emma Hawthorne	Natural England
Jon Capel	Hull City Council
Adrian Koster	HAG Chairman
Andrew Taylor	North Lincolnshire Council
David Batchelor	Defence Estates
Brian Nickson	Associated British Ports
Chris Manning	Lindsey Marsh Drainage Board
David Patrick	Shire Group of IDB's
Giles Bartlett	North East Sea Fisheries Committee
Michelle Nicholls	Associated Petroleum Terminals
Roland Guest	Associated Petroleum Terminals
Cassie Hart-Fisher	East Riding of Yorkshire Council

**1. Introductions and Apologies:**

**Apologies were received from:**

Cllr Sandra Harrison	East Lindsey District Council
Darren O'Toole	East Lindsey District Council
Ian Devine	Humber Sea Terminal
Jonathan Hart-Woods	British Waterways
Chris Holliday	North East Lincolnshire Council

**2. Minutes and matters arising from the HERAG meeting of 15<sup>th</sup> March 2006**

The minutes were agreed to have been a true reflection of the meeting. The minutes of the AGM – 16th March 2006 were also ratified by the group.

The Action Points arising from the last meeting were addressed individually using the summary given in the Project Officer's report. All APs not detailed below were completed successfully.

Emma Hawthorne reported that although it had not been completely resolved it is thought that Regional assemblies are not in fact relevant authorities as although the assembly has regional statutory functions, there is no evidence of local powers or functions. Phil Cowing had been unable to attend the meeting at which to ask British Waterways to contribute to the scheme.

**AP carried forward, Phil C: Write to British Waterways, RE: Becoming a contributor.**

Emma Hawthorne added that Helen Philips (chief executive of NE) on a recent visit to the Yorkshire & Humber office asked specifically about the HMS and whether all RAs contributed to it. After learning a couple of RAs did not, she asked for names and noted that she would raise the matter at a forthcoming stakeholder meeting. Emma to keep the group posted on progress.

Adrian Koster noted that the Water Authorities produce a combined newsletter called Towpath which may be useful as a way of keeping up to date with what's going on.

**Les Esturiales:** Phil Winn noted that Ebb & Flow could be forwarded to the network as a means of reporting Humber news. The group agreed to continue its membership as observers for a full 12 months (until end of 2007) before deciding whether or not to join as full members and commit financially.

A Profile of the Humber Estuary, HMS etc., has been posted on the network website. The text will be reviewed and updated to include more specific information about the HMS.

**AP Kat: Forward hard copy and PDF of Ebb & Flow to LE network for reference.**

**Scorecard:** Workshop was held 25.01.07. The results summary has been circulated and is also on website. The group decided that every 2 years would be a sensible time frame for which to review the scorecard. It was also suggested that a shorter, desk based review could be done annually to report back to the AGM. An invitation to the next HERAG meeting for Angela Kelham (student working on scorecard project) was suggested to present the results of her work.

**AP Kat: Invite Angela to present final report at next meeting of HERAG.**

**Humber BAP:** Phil Winn is still keen to hold a meeting to discuss the future of the Humber BAP; attendees to include, NE, EA, NESFC and local authorities. One of the key aims of the Humber BAP would be to ensure that the Humber is reflected in the local BAPs.

Chris Manning noted that it would be preferable if the Humber could be included within the Lincs BAP, however, elements such as fish passes (which are not included in the Lincs BAP) could be written into a BAP for the Humber.

Kat noted that a meeting within Natural England had been organised. Emma confirmed this and added that the meeting would specifically address actions that a Humber BAP could deliver that are not already written into other plans. I.e.) the marine element.

Andrew Taylor expressed concern over covering old ground and noted that an equivalent meeting had been held last year resulting in the BAP not being progressed.

**AP, Emma: To notify Kat of dates for Natural England meeting; Kat to attend if possible (on leave in May) –or Jon Capel will step in.**

**AP, Kat - Organise a meeting for everyone after the Natural England meeting. Phil Winn to chair/lead.**

### 3. Election of Officers

**Chairman/Treasurer:** No specified treasurer is required, however, it was agreed that the accounts should be independently checked. Roland Guest explained that a full audit statement is not necessary but figures required checking and accounts required formal approval.

Humber INCA is essentially in the old role of JBA and should, therefore check finances and confirm. Kat to keep books but HINCA to check accounting and statements.

**AP Kat, David Patrick & Phil Cowing: To achieve agreement with HINCA as to method of accounts checking.**

The Chairman and Vice Chairman were re-elected through unanimous vote:

**Phil Cowing – Chairman**

- Proposed by David Patrick
- Seconded by Brian Nickson

**Phil Winn – Vice Chairman**

- Proposed by Jon Capel
- Seconded by Chris Manning

**Working Group Officers:** The programme of work for HERAG and the Working Group was discussed. There is currently no set timetable for meetings of the working group but they are

scheduled as and when matters arise to be dealt with. All Working Group minutes are then circulated to whole group.

The full group is to continue to meet twice a year at the AGM in March and around Sept/Oct time. The working group to meet when necessary but a meeting to be held one month prior to AGM to go over the agenda, usually 3 – 4 meetings per year.

Re election of the current Working Group Officers; namely,

- Phil Cowing – HERAG Chair
- Phil Winn – HERAG Vice Chair
- Adrian Koster – HAG Chair
- Jon Capel
- David Patrick
- Emma Hawthorne

Proposed by Chris Manning and seconded by Michelle Nicholls.

#### **4. Financial Report**

It was reported that all 2006 contributions with the exception of Thorgumbald IDB had been received. The drainage board had been chased in regards to payment but has yet to respond. It was suggested a phone call from the Chair could be beneficial.

**AP Phil C: To call Mr P Burstall; Thorgumbald 2006 contribution.**

Invoices for the calendar year 2007 would be sent out to all relevant Authorities on the 6<sup>th</sup> April. Roland Guest suggested that accounts should be done for the 9 month period April – Dec 2006; also a statement of cash flow to ensure contributions are properly reflected.

The working group to make decisions in regards to Project Officer's role and forward planning in terms of finance.

It was noted that the budget showed a significant figure for cash in bank at the end of 2007 and the money would continue to rise given that the contributions are increased and the PO's role is part time. This money should be used to produce some visible outcomes for the partnership, i.e.) Ebb and Flow & Signage.

David Patrick noted that this surplus of approx 20,000 was justified and not unreasonably large for the group to be accumulating.

It was reported that Garthorpe IDB had written to the PO to say they were no longer financially able to contribute to the scheme. A written reply had been sent and the case would be reviewed at their next board meeting in January. David Patrick noted that Garthorpe has a reduced annual budget and given the current re-organisation of many of the IDBs its future as an independent board is uncertain. By the same measure, however, Goole Fields IDB had contributed for the first time in 2006, so the overall number of contributors had not changed.

**AP, David Patrick: to write follow up letter to Garthorpe IDB; to be signed by Kat Sanders**

#### **5. Project Officer's Report**

##### **a) Signage**

A funding application to the Marine Stewardship Council has been submitted; outcome to be heard mid April 2007. Legal consents have been investigated and responses received from North Lincolnshire, North East Lincolnshire and East Riding of Yorkshire Council. Hull City Council requested further information.

There has been regular correspondence with sign producers Shelley Signs and quotes have also been obtained from other contractors for comparison. Shelley Signs offered to attend a future meeting to present mock ups of products.

Kat suggested that given the increase in income for 2007 following inflation of contributions and halving of the PO's salary, could match finding from HMS budget be increased. It was decided the matter would be devolved to the working group to discuss and decide on at their next meeting in June (following the outcome of the funding bid).

#### **b) Ebb & Flow**

The latest issue (6) had been printed and was in the process of being circulated. Mailing lists are currently being updated to reduce duplications and excess mailings. Current and future copies will now be produced using 80% recycled paper.

The next issue will be published in the autumn; the extra costs associated with a twice yearly production have been factored into the 2007 budget.

#### **c) MPA Centre**

Kat provided feedback on a workshop held in York 28.02.07 - Natural England and the Marine Biological Association are working together to set up a virtual Marine Protected Areas Centre. The objective is to draw together resources that will help to build capacity amongst UK Marine Protected Area (MPA) practitioners and facilitate sharing information, good practice and learning from other organisations also to act as a resource for MPA information in general with emphasis on MPAs in the UK. The centre will manifest itself primarily through a website/portal.

There may be an opportunity for a presentation on the MPA Centre at a future HERAG meeting.

**AP, Kat: Invite speaker on MPA Centre and next HERAG meeting.**

#### **6. Annual Report**

A 35 page document was projected for the group to see. It was noted that there were still outstanding pro-formas from individual relevant authorities yet to be received. A deadline of Friday 13<sup>th</sup> April was set for the pro-formas with final changes to be made by 25<sup>th</sup> April to allow for the document to be finalised and the PDF version posted on the website by the end of April 2007.

It was noted that reviewing the Annual Report at the AGM in March was rather too late in the year and that it would be favourable to review the 2007 report at the next HERAG meeting in September so that the final report could be launched in Dec/Jan.

**AP: Kat – Draft the 2007 Annual Report to be reviewed by group in September and working group at a subsequent meeting.**

#### **7. Humber Advisory Group (last meeting 26.09.06)**

Adrian Koster introduced himself as the new Chair of HAG. Adrian explained his long standing involvement with HAG and expressed his thanks for having been elected Chair.

Adrian gave feedback on the latest HAG meeting, (20.02.07) specifically noting that on the agenda item of 'Role of HAG' the group had agreed to produce more regular reports on monitoring of activities to fulfil its role of assisting HERAG to implement its management actions (section 6.5 of HMS).and tThe first of those reports would be presented at the next meeting in May. Full minutes of the meeting are on the website.

#### **8. Any Other Business**

- Jon Capel: Hull City Council is in the process of restructuring, leading to redundancies and retirements towards the end of the year. He pre-warned the group that he may be in the group to take early retirement, however, if this was the case he would like to continue to provide input into the Management Scheme, perhaps through membership of HAG.

- Jon Capel: A DEFRA consultation paper on invasive species is currently being circulated. If anyone would like to provide comments for a response, which he is preparing, please forward to him as soon as possible.
- Jon Capel: The Minutes of AGM should be included on the agenda of the next meeting and the next year's AGM should be formally ratified by the group.
- Kat: Reported on a request from Tony Edwards that this year's Humber Conference (Nov 2007) could be hosted between Humber INCA and the Humber Management Scheme with the theme of the conference being 'partnership working'.

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

The next full meeting of HERAG will take place in September 2007; at the Environment Agency Offices, Willerby. Date to be confirmed.