



MEETING OF THE HUMBER ESTUARY RELEVANT AUTHORITIES GROUP

12th October 2007 10:30am
Environment Agency Offices, Willerby.

AGENDA

1. Introductions & Apologies
2. Minutes and matters arising from the HERAG meeting of 22nd March 2007
3. Financial Report *Kat Sanders*
 - a) Income & Expenditure Statement 07
 - b) Contributions 2007/8
4. Humber Advisory Group Report (meetings, 30.05.07 & 12.09.07) *Adrian Koster (HAG Chair)*
5. Project Officer's Report *Kat Sanders*
 - a) Ebb & Flow
 - b) Annual Report
 - c) Humber Conference
 - d) Signage
6. Signage Specification *Mike Hayes (Shelley Signs)*
7. MPA Conference *Kat Sanders*
8. Any other Business
9. Date and Venue for Next Meeting



HUMBER ESTUARY RELEVANT AUTHORITIES GROUP

Minutes of the Meeting – 12th October 2007, Environment Agency Offices. Willerby.

Attendees:

Phil Cowing	(Chair) Associated British Ports
Kat Sanders	HMS Project Officer (PO)
Emma Hawthorne	Natural England
Cllr Bud Shields	East Lindsey District Council
Adrian Koster	HAG Chairman
Peter Clark	Market Weighton Internal Drainage Board.
Craig Boxshall	Hull City Council
Chris Manning	Lindsey Marsh Drainage Board
David Patrick	Shire Group of IDB's
Giles Bartlett	North East Sea Fisheries Committee
Andrew Taylor	North Lincolnshire Council
Jeremy Pickles	East Riding of Yorkshire Council
Mike Hayes	Shelley Signs

1. Introductions and Apologies:

Apologies were received from:

Ralph Ward	
Phil Winn	Environment Agency (Vice Chair)
Ian Devine	Humber Sea Terminal Ltd
Natasha Barker	Les Esturiales/Severn Estuary Partnership
Chris Holliday	North East Lincolnshire Council
Jonathan Hart-Woods	British Waterways

2. Minutes and matters arising from the HERAG meeting of 22nd March 2007

Chairman, Phil Cowing (PC) took the group through the minutes of the last meeting; the group agreed the minutes provided a true reflection of the previous meeting. Kat and Phil took the group through the action points (as detailed in P.O. report). The following was noted:

- Bud Shields questioned the amount of money being requested from British Waterways. Kat explained that contributions were calculated according to size and jurisdiction of each relevant authority in the interests of being 'fair' and therefore British Waterways had been asked for around a £900 in

keeping with the contributions from similar RA's. Bud noted he felt this was a modest amount.

- Kat explained that Natasha Barker had shown interest in attending the meeting to talk about Les Esturiales, however due to logistical and financial reasons was unable to attend, she had asked that her apologies were given. Kat has since arranged for Natasha to present on Les Esturiales at the Humber Conference which will provide an opportunity for all HERAG members to find out more about the network.
- Kat explained that internal meetings had been held within Natural England regarding the Humber BAP, and since then subsequent meetings with other partners. Emma elaborated on this by explaining that it has been agreed to deliver the targets through existing schemes rather than writing a separate document. E.g.) Humber flood risk strategy. Deciding on how to deliver the sub tidal targets is the current focus, which has been discussed at a recent HAG meeting. Giles Bartlett emphasised the importance of ensuring these sub tidal targets are fully included and not overlooked or side lined by terrestrial elements.

Action Point Emma: To provide update on sub-tidal target progress at next meeting.

Chris Manning added that the recently reviewed Lincolnshire BAP contains a marine element that currently receives little input from the Humber. He suggested that someone from within the management scheme could contact Margaret Haggerty to offer input at their BAP meetings.

Action Point: Kat/Emma: Investigate contributing to the marine element of Lincolnshire BAP.

- Kat advised the group that some discussion had taken place regarding the accounts checking since the last meeting, however a formal system was yet to be agreed, Phil Cowing suggested that Roland Guest's successor Michelle Nicholls could be approached to fulfil the role.

Action Point Kat: Contact Michelle Nicholls to ask if she would complete an annual audit of the HMS accounts/book keeping.

Kat reported that despite having paid their contribution for 2007, Thorgumbald's 2006 contribution was still outstanding. Chris Manning asked that this was pursued as letting it drop could set an unfavourable precedence.

Action Point Kat: Include outstanding 2006 contribution (£59) within invoice for 2008 to Thorgumbald IDB.

Chris Manning reported that Garthorpe IDB is currently merging with the Isle of Axholme and therefore will cease to exist. Chris also suggested that in order to facilitate engagement of the drainage boards it may also be appropriate to hold a future meeting at a drainage board venue.

Action Point Chris: To provide feedback on merging of drainage boards.
Action Point Kat: Organise next meeting at a drainage board venue.

Kat noted that Garthorpe had not been invoiced for 2007 on David Patrick's advice and due to ongoing discussions with their board.

3. Financial Report

A financial statement for Jan – Dec 2007 was tabled at the meeting for each attendee.

Kat explained that the statement showed the total income and expenditure for the calendar year 2007. All contributions for 2007 have been received. Due to the difference in financial years, the total income had been calculated using 9/12 of 07/08 and 3/12 of 06/07 to give a true and proportionate statement of cash flow for the stated period. Kat noted that the current bank balance was significant and that the level of surplus over expenditure was increasing every year in line with contributions. She proposed putting together a 'wish list' which could be tabled at the next working group meeting. This list will outline future projects and associated costs that could be taken forward over the coming months/years. The working group could then review this list and make suggestions on which items it would like pursued.

The question of contributions for 2008/2009 was raised. It was agreed that if they continue to rise with inflation a more defined plan for spending is needed to show that the money is not just merely accumulating. After discussing various options, it was decided that the 2008 continuation would be a 3% rise on 2007's, however this matter would be further discussed at the working group meeting alongside the 'wish list' and a formal business plan would be drawn up in the new year to show planned spending on future projects and their deliverables. Craig Boxshall suggested a 'three year plan' approach, i.e.) keep the contributions at a flat rate for this period and then review depending on future plans and requirement for funds. This method would also potentially help to provide a more stable funding situation for the scheme in the long term. It was agreed this idea would also be discussed at the working group meeting and potentially adopted within the business plan.

Action Point Kat: Prepare a draft 3 year business plan for review at the working group, to include wish list and associated budget, schedule for contributions etc.

4. Humber Advisory Group (meetings 30.05.07 & 12.09.07)

Adrian Koster provided a summary of the items that had been discussed at the previous two HAG meetings. Most notably –

- Submission of a response to the Marine Bill White Paper
- Discussion of wildlife crime/liaison with Humberside Police
- Signage
- Codes of Conduct
- Monitoring of activities
- Humber BAP – sub tidal targets.

He also reported that the next HAG meeting is scheduled for the 16th January 2008 at Waters' Edge Visitor Centre, Barton upon Humber.

Kat added having recently found a suitable alternative venue for north bank meetings (Swanland Village Hall), it seems there may now be need to also look elsewhere for

the south bank as the meeting room at Waters' Edge is currently advertised 'To Let' for office space.

5. Project Officer's Report

a) Annual report

Kat told the group that the 2007 annual report was in draft format. She advised the group that she would be sending out the pro-forma's in early November and encouraged the lead authors to make a start as soon as possible. She also requested that members download the 2006 annual report from the website and forward any comments for improvement before the end of the year. The annual report draft will be presented at the working group meeting in December for review ahead of formal approval at the AGM.

Kat commented on the 'gaps' in Annex G within the 2006 report. In an effort to improve this for 2007, she proposed to organise a meeting before the end of the year for all lead authors on this pro forma. The meeting will aim to help author's to be clear on what they are reporting, facilitate discussion and agreement between authors and to encourage input from all authors. HAG representative and Jon Capel to also attend.

Action Point, Kat: Organise meeting for authors of Annex G before year end.

Action Point, Group: Download 2006 annual report from website to help with compilation of 2007. Forward any comments to Kat ASAP.

b) Ebb & Flow

Kat referred to the working group meeting held in June where approval was given to produce Ebb & Flow on a twice annual basis. Costs were reviewed and options given from which to choose. The chosen format will consist of A4, 4 pages, twice a year with pre-defined fold to allow postage to be reduced to A5 envelopes.

Kat reported that Issue 7 – autumn 2007 was ready to circulate and members should receive their copies in the post next week. Any feedback from the group on this first issue in the new format would be gratefully received. Kat also noted that an extensive update of the mailing list has been completed following changes to the Environment Agency's IT systems.

c) Humber Conference

Following a suggestion by Tony Edwards, it was agreed at the working group meeting that this year's Humber Conference would be joint funded by Humber INCA and HMS. £1000 will be contributed towards this. Phil Cowing, Adrian Koster and Kat will give a presentation.

d) Signage

Kat recapped on the decisions made at the working group meeting, i.e.) to use £5000 of HMS money to produce 6 signs as a first phase of the project. There will be 3 signs on the north bank at Brough, Hessle and Paull and 3 on the south bank at Barton upon Humber, Cleethorpes and Alkborough. She explained that these 6 sites had been chosen in liaison with Natural England as being priority areas for a number of reasons including, high level of public use, reports of unregulated activities occurring there, limited or no existing interpretation. She added that each location

had been visited by herself and Adrian Koster to look at where to place each board. Further consultation on this was being sought from individual HERAG/HAG members who know each site. A site visit to some of the north bank sites with Mike Hayes was carried out and consequently the specification agreed and order placed with Shelley Signs. Kat added that permissions for the signs were being processed and that a revised application to the Marine Stewardship fund would be submitted in view of developing a second phase for further signs.

6. Signage Specification

Mike Hayes gave a detailed presentation on Shelley Signs and their service. He introduced the company, history and work ethic and covered every aspect of the sign producing process, including design, materials, production, and installation. Mike provided examples of the materials available and demonstrated the pros and cons of each including explaining the reasons behind the specification chosen for the Humber signs. Our signs will be printed on glass reinforced plastic, with a steel frame. They are A1 in size and in a lectern style, enabling disabled access. Although it is impossible to guarantee no damage to the signs it was felt the specification that had been chosen provided the best possible chance of keeping the signs looking good for the longest possible time.

Mike and Kat displayed an A1 proof of the Humber signage design, Kat emphasised that this represented the design in its first stages and recognised the need for significant changes before a final design is agreed. She requested that before leaving each attendee look at the proof and leave a comment/suggestion for improvement on the whiteboard in the room.

Phil Cowing thanked Mike for attending the meeting and noted that the presentation had been extremely useful in giving the group a better idea of what to expect from the final product. Mike also thanked the group for inviting him to the meeting and for choosing Shelley Signs for the project.

7. MPA Centre

Kat had planned to give a presentation on the MPA Conference she recently attended in Scarborough including feedback on the results of the MPA scorecard nationally and a new initiative aimed at linking EMS officers. Due to an over run of the other items, this was deferred to a future meeting.

8. Any Other Business

Phil Cowing informed the group about a proposal which has recently been approved by ABP to bring a prototype American aircraft up the Humber on a barge to the BAE factory at Brough.

Phil Cowing also reported that his colleague Brian Nickson is taking early retirement on 23rd December 2007. Phil advised that Tom Jeynes could be taking on some of Brian's workload and as such requested that he be invited to attend a future HERAG meeting. The group approved this request.

Cllr Bud Shields requested that the amount of acronyms used during the meeting were reduced.

Jeremy Pickles reported that the Shoreline Management Plan is currently underway, East Riding is the lead authority and Scott Wilson is the consultancy currently undertaking the consultation on their behalf.

Giles Bartlett announced that he will soon be leaving his post at NESFC to take a new role working for the WWF on fisheries policy in the South East. He expressed his thanks to the group and wished HERAG and HMS all the best for the future. Phil Cowing thanked Giles for all his input over the years' and wished him all the best in his new job.

9. Date & Venue for Next Meeting

The next meeting will coincide with the HERAG AGM and is scheduled for 10:30am on Thursday, 20th March at JBA Consulting Office's in Doncaster.