



Management Scheme  
**MEETING OF THE WORKING GROUP**

**Environment Agency's - Willerby Offices**

**13th September 2005 – 10.00am**

AGENDA

1. Apologies & Introductions
2. Minutes and matters arising from the Working Group meeting of 26<sup>th</sup> April 2005, not otherwise on the agenda.
3. Project Manager's Report CJM
  - a. Sign Up Process
  - b. Launch of HMS update/follow up
  - c. Web Site update
  - d. External Consultations
  - e. Terms of Reference
4. Implementation and Review – (Annual report/calendar)
  - a. Fisheries
  - b. Flood Defence & Land Drainage
  - c. Water Resources
  - d. Water Quality
  - e. High Tide Roosts
  - f. Saltmarsh Management
  - g. Recreation & Tourism
  - h. Science & Education
  - i. Shipping & Navigation
  - j. Ministry of Defence
  - k. Annexes/Appendixes
5. Financial matters
  - a. Report for April – August 2005 DP
  - b. Bank account and mandates
  - c. Hosting of Project Manager at Humber INCA PC
  - d. Budget and Programme for 2006
6. Humber Advisory Group NJ
  - a. Meetings June 2005
  - b. Insurance/Future Structure/Constitution/ update and action
7. Terms of Reference, review of recent changes and future proposals
8. Any other business.
9. Date and Venue for Next Meeting



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13th September 2005 – 10.00am**

**Attendees:**

Associated British Ports	Phil Cowing	Chairman
English Nature	Kate Jennings	
Environment Agency	Philip Winn	
Humber Advisory Group	Neville Jones	(Chair of HAG)
IDB	David Patrick	
Kingston Upon Hull City Council	Jon Capel	

**In Attendance**

Associated British Ports	Brian Nickson
Humber Project Manager	Chris J Manning

**1. Apologies & Introductions**

A full attendance, no introductions were necessary.

**2. Minutes and matters arising from the Working Group meeting of 26th April 2005, not otherwise on the agenda.**

The minutes were approved. Actions points: The signing-up process had yet to be completed. Members of the WG offered to contact the following RA to seek an early formal acceptance of HMS. It was noted that some LA had yet to place this before their cabinets or IDB's before their boards and that Mr Chorlton who was clerk to 4 IDB had recently retired.

Phil Cowing	Jon Capel	David Patrick
Associated Petroleum Terminals (Immingham) Ltd	East Riding of Yorkshire Council	IDB's, Dempster
British Waterways Board	North Lincolnshire Council	Goole Fields
Crude Oil Terminals (Humber) Ltd		Ottringham
Humber Sea Terminals Ltd		Preston
		Skeffling
		Thornumbald
		Winestead

**Working Group Members to seek formal acceptance**

The seminar for departmental staff in Hull on HMS has still to be organised.

HMS had received a certificate of commendation in the 2005 Lincolnshire Environmental Awards. In 2006 it was suggested that HAG could enter with the Codes.

### 3. **Project Manager's Report**

**Launch of HMS update/follow up** The slight lateness of the launch and difficulties in arranging seating were noted. The launch is likely to be featured in the Newsletter of the Business Co-ordination Unit (ODPM) newsletter (Summer 2005). Media Coverage of HMS included, Scunthorpe Telegraph, Grimsby Telegraph and BBC News on 1st July 2005. An RSPB Press release on Avocets on 22nd July 2005 included mention of the Codes. Web site usage (Unique Visitors/Month) increased during the build up to the launch and this additional level of usage was sustained during August, probably due to HMS promotion via the Codes.

Jan	Feb	March	April	May	June	July	Aug
254	314	426	445	406	665	706	620
8	11	14	14	17	22	23	20

Two members of Preston IDB attended but were not included in the HERAG photograph (J. R. Maston & J. M. Wright). The Deep's charges totalled £677.02 gross; this includes a modest charge for staff time, £119.69, and the HMS drinks bill, £117.50, both net. A vote of thanks was proposed to Chris for his work on the launch and to Anne Manning for helping on reception.

**Web Site update** Indigo charged £350.00 to update the site with the facility to add agenda and minutes for the 3 groups of meetings. These will be uploaded as soon as they are available.

**External Consultations** It was agreed that HMS was an inappropriate consultee on Local Developments Frameworks etc. Individual RA should be consulted; officer input via HMS on their own LA consultations was inappropriate. Specific consultations, on the operation of HMS etc are appropriate for a "staff" response i.e. "Pathways of Science into Coastal Partnerships" Cardiff University.

**Terms of Reference** The final vote was, 24 voted for the changes and one against. Proposals to speed up the voting process in the future were discussed. It was agreed that a simple constitution/memorandum of understanding would be produced, clarifying the procedures, safeguards and responsibilities under which HMS is organised.

**Chris:** to draft constitution/memorandum of understanding, WG to be consulted

### 4 **Implementation and Review – (Annual report/calendar)**

**Fisheries** Partially complete, awaiting contact with new EA fisheries officer after Chris Firth's departure.

**Flood Defence & Land Drainage, Water Resources and Water Quality** Initial assessment is that these will be easy to report on.

**High Tide Roosts** Work has occurred on all aspects of the Action Plan. The buffer zones are being promoted via strategic plans (i.e. LDF) that will continue into the future. The development and implementation of Biodiversity Action Plan targets for the creation of coastal grazing marsh and other relevant habitats, awaits the development of the BAP. It was noted that the Humber BAP has currently stalled and action is needed by RA to promote its development. A Humber BAP is a fundamental

need for HMS to enable linkage with local and national initiatives. The review of consents is requiring data analysis to inform decisions, with large amounts of data available.

**Kate:** to contact Denice Coverdale for an update on the Humber BAP

**Saltmarsh Management** Work has occurred on all aspects of the Action Plan, however the formation of Natural England is influencing progress. Funding for signage (£15,000) is not yet available from English Nature. Liaison with local police wildlife liaison officers will be undertaken at a regional level, as motorised recreation impacts on many SSSI.

**Recreation & Tourism** Changes in LA personnel have resulted in Andrew Taylor of North Lincs as the only draft author still able to assist. HAG's help will be sought in the updating of this annex.

**Science & Education** The Humber Low Tide Count has been published; EN will issue a press release when it is available as a pdf file on their web site. In brief, most species have increased in numbers, partly due to increased spatial coverage on this survey. The Turnstone is declining, while species like the Shelduck are now using the Humber as a moult-site.

**Shipping & Navigation** The Harbour Master Report for 2004 is now published and contains considerable information applicable to this section.

**Ministry of Defence** Extensive data is available to document usage and analyse the MoD activities on the EMS.

**Annexes/Appendixes** These are being updated on an ongoing basis.

**Codes of Conduct**, these are an integral part of the HMS action plan. Unfortunately Yorkshire Wildlife Trust are refusing to distribute them at Spurn. Several reasons were given; the pertinent point is that Wildfowling and Wind surfing pictures are associated with Spurn in the collage of headers/footers.

**Phil C:** to liaise with the Yorkshire Wildlife Trust

## 5. **Financial matters**

**Report for April – August 2005** David, reported a cash balance of £3,999.43 on 31<sup>st</sup> August. Debtors - £18,460, from RA yet to pay their 2005/6 contributions. Creditors - The Deep £677.02 and JBA £3171.11 awaiting clearance on the account. The Debtors will be reminded, (already one RA has authorised a payment). JBA were thanked for the professional manner in which they had kept the HMS books for the past 4 years.

**Chris/Phil C:** to remind debtors

**Bank account and mandates** It was agreed to remain with NatWest at Doncaster who will continue to offer free banking and interest on the current account (1% under base rate). The account address was changed to Water's Edge at Barton and signatories to: Phil Cowing, Philip Winn and Tony Edwards of Humber INCA.

**Hosting of Project Manager at Humber INCA** Phil reported that the new arrangements started on 1<sup>st</sup> September, with temporary arrangements in place until the completion of the new building. NB: the move to the new building at Water's Edge was completed on 20<sup>th</sup> September. Humber INCA will be paid £4,000 pa to include, all services.

**Budget and Programme for 2006** It was agreed that staffing requirements might decline in the future. At this stage it was considered important to transfer momentum from development to implementation during the first year of implementation. It was agreed to keep a time sheet so that the staff time allocation for each action could be assessed. It was agreed to retain the existing budget, plus inflation, for a further 12 months, and extend the Project Managers contract for 12 months until 28<sup>th</sup> February 2007. A 3% pay rise would be awarded from 1<sup>st</sup> September. RA who do not currently contribute, fiscally, would be contacted, seeking fiscal contributions for 2006/7.

**Chris:** to request contribution from all RA to HMS and keep a time sheet

A vague offer of funding had been received. In discussion, it was noted that signage urgently needed funding, and that while parts of the signs reflected statutory duties, the promotion elements could attach matched funding, with HAG an ideal vehicle for such an approach.

**Chris:** to develop a schedule of project needing funding

**6. Humber Advisory Group**

**Meetings June 2005** The main business had been the Codes of Conduct. HAG commented in depth on an early draft and later a subcommittee of the chair and vice chairmen approved the final version. HAG had been pleased to be such an integral part of the launch presentation. Giles Bartlett (North Eastern Sea Fisheries Committee) talk at after the HAG meeting had been well received. It was agreed that a list of talks by RA be developed for HAG, with Giles perhaps invited to present the talk at the next HERAG.

**Insurance/Future Structure/Constitution/ update and action** HAG are awaiting a legal opinion.

**7. Terms of Reference, review of recent changes and future**

Already agreed that a simple constitution will be produced.

**8. Any other business.**

Kate detailed her secondment to EN's Head Office as Site Designations Officer after 5 years working on the Humber. The position is initially for 9 months and Kate will remain Wakefield based. Ben McCarthy is also moving in October. Until new appointments are announced, Jeff Lunn is EN's key contact for the Humber with Denice Coverdale able to provide specific technical advice.

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

HERAG 7<sup>th</sup> December, either at Water's Edge Barton or ABP Port House.

Chris J Manning, 15<sup>th</sup> September 2005