

## SAC Management Scheme Working Group Meeting

21 June 2012

Natural England Offices, Pydar House

Below is a summary of the key discussions and action points of the above meeting.

### **Attending**

Rhiannon Pipkin (Natural England) - RP

Jenny Christie (Cornwall Council) - JC

Tim Light (SAC Advisory Group) - TL

Mike Reynolds (Falmouth Docks & Engineering Co. - Ports representative) - MR

Sam Davis (CIFCA) - SD

### **Key Discussions**

#### **• Terms of Reference:**

- Agreed terms of reference should be in place for working group.
- Agreed we do not need a chair for the group.
- To ensure dissemination of WG work to wider forum members, each WG member took responsibility for informing the other organisations they represent. These are summarised in the table below:

<b>WG Member</b>	<b>Other MF Organisations</b>
Sam Davis	MMO, Duchy of Cornwall, Port Health Authority
Rhiannon Pipkin	Environment Agency (EA), South West Water (SWW)
Mike Reynolds	St. Mawes Pier and Harbour Co., A&P Falmouth Ltd., Falmouth Harbour Commissioners, Ports of Truro & Penryn.
Tim Light	Advisory Group
Jenny Christie	-

- Not part of the terms of reference, but agreed that:
  - If WG can't come to a consensus on a point, this will be raised to the management forum. Decision deferred to management group and their terms of reference which specifies can come down to a majority vote.
  - If a WG member is unable to attend, they can send another representative, and will email the WG members prior to the meeting to inform them.
  - If a 'specialist area' needs discussing at a WG meeting, a representative from another organisation may attend WG meeting, on agreement of WG members.
  - Minutes agreed to be informal with action points.
- **Who to review scheme in the future?** Agreed need to work to limited staff availability in the future (i.e. no dedicated estuary officer) given current economic climate.

- **Management Scheme Actions:**
  - Go through existing actions in management scheme and review them, as believe will form integral part of new scheme.
  - New actions can be formed.
  - Actions in scheme should also be prioritised.
  - Use KPIs to check progress
  - Actions in scheme (once revised) should be regularly discussed in management meetings and progress reviewed
  - Also show previous actions in scheme should also be included in the revised document to demonstrate what has been achieved.
  - Update risk review with relevant authorities to bring about actions for management scheme.
  
- **Future Meetings** – Agreed to tie in with management forum dates to enable reporting to wider forum. Current MF dates are:
  - 12<sup>th</sup> September 2012
  - 30<sup>th</sup> January 2013

**Therefore agreed preliminary next working group meetings of:**

- Thursday 6<sup>th</sup> September 2012 (NE offices) – 9:30am
  - Monday 12<sup>th</sup> November 2012 (NE offices) – 9:30am
  - Thursday 17<sup>th</sup> January 2013 (NE offices) – 9:30am
- All agreed available to attend.

- **Key Milestones** – milestones to be refined at next meeting. Key milestones due by next meeting is to **review the actions table** (Table 7 in current scheme):

**Actions:**

- RP: risk review – need to discuss with NE national plan to update and make meetings with relevant authorities to undertake update. This will produce actions to be incorporated into the scheme.
- All - Check progress on existing table. To be achieved by emailing members of management group and asking for updates. RP to circulate Table 7 with new column to update to WG members. WG will do first cut, then circulate for gaps to be filled from management group.

Attempted summary of which WG member will be responsible for which organisation to follow for an update of progress on existing actions in Table 7 (apologies if not captured accurately):

<b>WG member</b>	<b>Organisation responsible for in table</b>
Sam	MMO, Defra, Duchy of Cornwall, HVMCA, oyster fishermen, PHA
Rhiannon	EA, SWW, NE, United Mines
Mike	Falmouth Oil Services (now Falmouth Petroleum Limited), Port of Truro and Penryn, FHC, St. Mawes Pier & Harbour Co., CC
Jenny	Planning authorities, Emergency Planning
Tim	

- **Completion Date** - May 2013 for final draft to be circulated to engage the public. Tim happy to host draft for wider public engagement.
  
- **General**
  - Management scheme could also flag up 'project areas' – build on Fa.M.E. work.
  - Need to build on sharing information better.
  - Advisory group want to be involved. TL will present work to advisory group prior to each AG member to give an opportunity to feed in.
  - Guideline: Produce management scheme as an electronic document and as a website to be able to update easily and to make widely accessible.
  - Try to bring each action back to the 'interest features' (i.e. subtidal sandbanks, estuaries, etc.)

#### **Actions by next WG Meeting**

- JC to go through existing document and see how to simplify.
  
- Actions Table:
  - RP to circulate word copy of Table 7 in scheme (actions table) to WG members.
  - WG members to update as best to their knowledge.
  - Where gaps in knowledge identified, JC to circulate to wider MF for input.
  - WG members to follow up with organisations as necessary (and identified in table above).
  - RP to initiate update of 'risk review' to feed in.