



---

**MINUTES OF MEETING**  
**10 August 2006**  
**WILDFOWL & WETLANDS TRUST, PENCLACWYDD, LLANELLI**

**Present**

Deb Hill (DH) Chair	City & County of Swansea
Blaise Bullimore (BB)	EMS Officer
Anne Bunker (AB)	Countryside Council for Wales
Jane Hodges (JH)	Pembrokeshire Coast National Park Authority
Simeon Jones (SJ)	Carmarthenshire County Council
Isabel Macho (IM)	Carmarthenshire County Council
Jeff Morgan (JM)	Dwr Cymru-Welsh Water
Rebecca Wright (RW)	Countryside Council for Wales

**1 Welcomes & apologies**

DH welcomed Anne Bunker and Isabel Macho to their first meeting.

Apologies: Mike Camplin (CCW), Phil Coates (SWSFC), Kate Collins (EAW), Ziggy Otto (CCW), Trevor Theobald (PCC).

BW advised that CCW's RAG representation was under internal review, and that the RAG would be advised of any changes in due course, but it would continue as herself and MC /AB (as BB's CCW replacement) for the time being.

JM informed members that he was taking early retirement at the end of October and that, although he would likely be returning to work for DCWW in a part time capacity after retirement, he was not yet in a position to advise on his long term replacement on the RAG, but that he hoped to be able to confirm this and DCWW's long-term commitment to contributing to the Group – including financially – at the next meeting, assuming it occurs prior to his retirement date.

DH agreed to write formally to JM expressing the Group's strong wish for continuity of representation and resource contributions, noting that this may assist JM in securing a positive outcome.

**ACTION: DH**

**2 Notes of meeting 12 June 2006**

Received without amendment. Thanks to Phil Coates recorded.

DH noted the need to recommence posting RAG minutes on the website.

### 3 Matters arising & not on the agenda:

DH action to write to David Poulter carried forward.

**ACTION: DH**

JH confirmed PCNPA contribution for current and forthcoming FY.

Kate Collins action to report on cockle mortality carried forward

**ACTION: KC**

CCW financial contribution. RW reported that it was unclear where the responsibility for managing the CCW contribution to the RAG currently lay, but that she is seeking clarification and confirmation of who in CCW is responsible.

EMS Officer support group membership:

- JH reported that TT / PCC was content for PCNPA to represent Pembrokeshire interests.
- CCW representation would continue to be RW pending completion of representation review.
- SJ will represent CCC
- Response awaited from EA. BB to ask KC on 11 August

**ACTION: KC / BB<sup>1</sup>**

BB recommended that the group is more accurately renamed the RAG's *Work programme sub-group* as that it is what it focuses on.

Vice Chair. JH offered her services and members unanimously agreed to accept.

SJ noticed an error in the Welsh language section of the EMS header and agreed to correct it.

**ACTION: SJ**

## 4 EMS Officer

### 4.1 Report and briefing

Contract finally began on Monday 24 July with completion of essential administrative tasks.

Limited access to PC until Monday 7 August. Most time at CCS spent trawling through desk, shelves and PC for documents and electronic files.

Very useful meeting with Simeon, Isabel and Rosie at Carmarthen CC on 4 July (*ie* before start date).

Preparation of papers for this RAG meeting: agenda, minutes and also management scheme briefing note and draft scheme document contents list for agenda item 5 and in part completion of the action from last meeting.

Office accommodation: successful home assessment visit from PCNP H&S Officer on 2 August. Visit to EA Haverfordwest booked for Friday 11 August.

Main task since commencing work has been trawling files; electronic first, paper files and documents just begun.

IT organisation and infrastructure changes at CCS since AC's departure has made locating material difficult. A substantial number of electronic files are located on a back-up CD. However, except for a very few files, none yet located on servers, though DH is confident that they still exist.

---

<sup>1</sup> Note added following 11 August - KC requested seat on sub-group.

There are substantial numbers of files relating to resources and resource bids and apparently comprehensive contacts details. However, hard, useful info seems *very* sparse, *eg* there is no background electronic material to the brief issues or activities documents, and it has proved impossible to yet find some documents that are known should be present. Have now turned to paper files to fill gaps but initial findings are not optimistic.

GIS files. Some are on the CD, others were on drives / in folders that no longer appear to exist. No catalogue of files / datasets has been located so it is not known what hasn't been located, or what to look for / ask IT staff to look for. Website files were also on drives / in folders that no longer appear to exist. Both these to be followed up with DH and CCS IT staff.

Interim conclusions:

- Difficult to determine AC's outputs.
- Poor electronic file storage as a consequence of the changes and long time interval since losing AC, and *being locked into, and at arms length from, the IT infrastructure of one member of RAG*, has resulted in loss of control of, and possibly loss of, RAG material, and has therefore created a substantial problem for RAG.

Proposed solutions include:

1) Missing data & information:

*Either* Spend substantial time trawling and find nothing or minimum value *or* bite the bullet and start some tasks essentially anew. **No clear agreement was reached by the meeting.**

2) Future IT file & data management

A robust, stand-alone, electronic file and data archive *independent* of any individual RAG member is essential and needs to be created. Although stand-alone, routine back-ups (CD or DVD) should be circulated to and be held by multiple partners for security. **Agreed.**

3) GIS

A stand-alone GIS platform, common to most RAG members and to key data providers (especially CCW) is essential; *ie* MapInfo. **Agreed.**

Extant ArcInfo GIS files from the CD can be exported to MapInfo format. Missing map data sets may have be recreated or re-acquired.

4) Website

Little consideration so far, as not as high a priority as above. Best course of action to be determined. DH confident source files still exist.

IT. Laptop received Saturday 5 August. Limited HDD and RAM and several other constraints, notably lack of security software, but probably OK and may manage MapInfo. Remote access, including access to CCS e-mail etc, yet to be investigated.

Liaison catch-ups: Sue Burton (Pembs Marine); Mike Camplin (CCW); JH; Lucy Kay (Pen Llyn SAC) and commenced with Pen Llyn SAC Officer. The latter attempting to establish a Wales SAC/EMS Officer group (Sue Burton tried previously).

As a refresher, attended third day of a three day MapInfo training course organised and funded by Pembrokeshire Coastal Forum for its officers.

Draft management scheme strategies document for the site has been started.

### *Forthcoming tasks*

SAC & EMS Officer's workshop, 11 - 13 September, Woodbridge, Suffolk, as previously advised. Workshop fee £150. Shared transport with Sue Burton, PM SAC, who are meeting cost unless RAG offers a contribution. Time required to prepare a briefing poster requested for the workshop, though deemed a low priority.

Waterfront Masterplan (Part of Wales Spatial Plan; Spatial Plan for Swansea Bay and the Western Valleys). Invitation received from Eiryn Pretty, EA, chair, environment sub-group to participate, and to comment on advanced draft of environment section. Although skimmed quickly, it is clear that there is little mention of the EMS. Valuable comments previously made by IM & Rosie Carmichael (CCC) appear not to have been taken on board. BW advised that CCW are represented on and are contributing to the working group and several sub-groups.

Inputs to the plan were discussed; it was agreed that in addition to CCW's advising on project bids, input must include ensuring the plan clearly takes appropriate account of the EMS and obligations to meet Habitats Directive requirements.

**Agreed** that BB would avoid becoming involved in the sub-group but would return comments on the draft plan document.

BB recommended that, in common with other sites where the support officer is known as an SAC Officer, his title be (CB&E) EMS Officer rather than "Project" or "Support" Officer, both of which are imprecise and misleading as they do not identify what project is, or what is being supported.

## **4.2 Operational resources**

IT

- Laptop / hardware. Agreed to evaluate suitability of laptop provided by CCS.
- Purchase of MapInfo was agreed. Purchase of an annual maintenance contract was also discussed but no firm decision was reached.
- Telecoms. Agreement on meeting expenses of home phone and personal mobile delegated to DH.

## **5 RAG work programme**

RW tabled a draft, based on her presentation to meeting of 12 June.

**Agreed:**

- Retitle as RAG work plan (*ie* delete reference to project officer; as agreed on 12 June, the Group will have a single work programme which will provide tasks and milestones for both RAG members and the EMS officer);
- Amend to clearly identify RAG member and support officer tasks;
- Delay in appointment has resulted in some target dates having been overtaken by time;
- Issues report requires preparation rather than "re-drafting";
- Add production of publicity material to task list;
- Correct "COs" to read "Regulation 33 advice";

- Informal meetings with individual topic groups (and / or appropriate specific individuals) *and* a Liaison Forum meeting are both required;
- Key agenda item for Liaison Forum meeting will be topic group, sectoral interest and competent authority response to initial issues report; planning Liaison Forum meeting to be an agenda item for next meeting;
- Public consultation period for draft management scheme should be three months;
- RW to forward document to BB for amendment.

Agreed that an officers and members seminar on the requirements and obligations of the Habitats Directive would be invaluable. BB to follow up possibility of CCW repeating the useful Habitats Directive ‘roadshows’ provided several years previously.

**ACTION: BB**

BB advised that work in support of the production of the issues report would have to take total priority in order to meet the timetable for a late November / early December meeting Liaison Forum, and warned members that every SAC project timetable seen to date had slipped considerably and not to become too wedded to the timeline as drafted.

## 6 Management scheme framework

BB led members through the briefing document circulated with the agenda, summarising the key points for members who had been unable to read it. The different perceived meanings and distinctions between the terms “scheme” and “plan” were explained. For the purposes of this site, it was agreed to use “scheme” in its broad sense as encompassing the entire management framework and component parts (as illustrated in the briefing document), and “plan” for the action plan(s). “Management scheme document” will be construed accordingly.

Essential requirements and good practices were discussed. BB offered to recirculate his November 2000 summary briefing note from the UK Marine SACs Project Conference that identified points of best practice.

**ACTION: BB**

There was a detailed discussion on the scope and detail of the management scheme document for the site. Key points **agreed** were:

- The ‘customers’ for the document are the relevant and competent authorities, and the document should be constructed and targeted accordingly;
- The document should be as concise as possible, but supplemented by multiple annexes;
- The action plan should focus on key issues and the features of the site and not become side-tracked into a becoming multi-purpose ICZM-type document;
- Key issues need to be determined through detailed discussion by the Group, and the rationale for acceptance or rejection of issues recorded. BB tabled the “Process for identification, planning and agreement of management scheme” decision-making flow chart previously circulated several years ago (and recirculated with these minutes), and undertook to circulate the “F-list” of broad generic management options adopted and adapted by many SAC management schemes.

**ACTION: BB**

- Links and relationships with other plans and strategies need to ensure actions are identified in the most appropriate plans and that other plans integrate appropriately with the EMS scheme (*ie*

integration is a two way, not a one way process), correctly reflecting hierarchical statutory obligations.

JH described the process she had gone through to establish links between the Pembrokeshire Marine SAC management scheme and the MoD Integrated Land Management Plan for the south Pembrokeshire Army Training Estate. Although she had initially assumed that the SAC management action plan would address most of the relevant issues, she found that, since most of the actions that impacted in the marine environment originated on land, most in fact needed to be included within the terrestrial ILMP.

- A summary “glossy” document should be the primary mechanism for sharing the management scheme and action plan with sectoral interests and the public.

BB drew members attention to the indicative draft management scheme document contents list appended to the briefing note. Comments were invited to arrive no later than Friday 22 September 2006. **ACTION: ALL**

JH reminded members of the obligation on all relevant and competent authorities to review relevant consents and permissions.

## **7 Publicity & promotional material**

DH reported that a draft leaflet produced by Emma Trainor, CCW, had been further developed by a contractor. She will pass to BB for comment and completion. **ACTION: DH & BB**

DH confirmed that she held the A1 panels produced by CCW in 2005. It was agreed to seek costings for purchase of a set of display boards. **ACTION: BB**

## **8 Partner updates - consents & information exchange**

JM: ongoing DCWW capital works programme of c £0.5m / day primarily on CSO works and mains refurbishment.

RW: Helwick Bank public inquiry finished; Inspector’s report awaited.

Discussions with SWSFC regarding mussel Several Order in Burry inlet, and now annual discussion on collection of mussel seed from vicinity of Whiteford both ongoing.

Completed Site Management Statements (SMSs) for all SSSI is a CCW target for end of FY 2006-07. CCW will share with partners as well as owner-occupiers as they are completed.

AB: Discussions with SWSFC also commenced regarding mussel seed collection in vicinity of Tenby Roads.

SJ: illegal cockling activities continuing in Three Rivers.

CCC are planning to introduce grazing on Pembrey Burrows salt-marshes.

JH: commented on observed use of boats to carry cockles up-shore on the rising tide in the Burry Inlet as well as Angle Bay, Milford Haven, where it is being employed in an apparent attempt to circumvent attempts to manage unauthorised access by vehicles on the foreshore.

## **9 Other business**

None tabled.

## **10 Dates of next meetings**

10.30 hrs, 4 October 2006, WWT Penclacwydd

10.30 hrs, 16 November 2006, WWT Penclacwydd

Work programme sub group: 10.30 hrs, 18 September 2006, WWT Penclacwydd

*Meeting closed at 16.20 hrs.*