

Bristol Avon River Catchment Management Plan

Minutes from Steering Group Meeting Wednesday 2nd May 2012 at 15:00hrs, Lewis House Bath

1. Present

Steve Micklewright	Avon Wildlife Trust (Chair)
Petrina Brown	Catchment Pilot Project Officer
Karen Renshaw	Bath & North East Somerset Council
Paula Spiers	Avon Frome Partnership
Lesley Nel	Swindon Programme Manager, Groundworks South West
Lucy Rodgers	Director of Conservation Programmes Avon Wildlife Trust

2. Apologies

Kathy Derrick	Environment Team, Bristol City Council
Rosanne Broome	WFD Planning Officer, Environment Agency
Heather Barker	Senior Environmental Planning Officer, Environment Agency
Julian Greaves	Bristol Avon Rivers Trust
Jon Taylor	Ecology & Conservation, Wiltshire Council

3. Matters Arising

Actions from the last meeting 05/04/12

1. Petrina to meet with graphic designer Clytus Williams. **Completed** waiting for some draft logos.
2. Heather to find out if more than one submission for Catchment Restoration Fund (CRF) can be made for work on the same catchment. **Completed** multiple submissions are allowed.
3. Group to ask whether Julian has adequately justified the need to for the project ahead of the catchment pilot. **Not completed carry forward into action 3c**
4. Kathy to have an initial conversation with Julian to discuss. **Completed**
5. Julian to have a slot re. The CRF in the next meeting, **not completed carry forward action 3a**
6. Julian to attend the workshop with Lynn Wetenhall on the 19th April. **Completed**

Lucy Rodgers, from the Avon Wildlife Trust, addressed the group explaining that she is the Director of Conservation Programmes at Avon Wildlife Trust and she had submitted two expressions of interest to the CRF for the April deadline. One (for the Chew) was approved in principle but they were asked to attend a meeting with BART to work together because the Environment Agency is keen that only one bid is made for project work on the catchment. So she wanted to come along to find out about the Catchment Management Plan process and how it will inform a CRF bid.

Group discussion followed about Julian's email to various project implementers about progressing the CRF bid. Overall the group felt it would be better if Julian's proposed timetable allowed for bid development to be properly informed by the main issues highlighted by the catchment management plan process Lucy Rogers and Steve Micklewright confirmed AWT support for this approach. (PS & KR to follow up Julian's email about developing a coordinated CRF bid).

New Actions from previous meeting

3a) Julian & Rosanne to be asked to provide overview of the CRF at the next meeting

3b) Karen & Paula to write to Julian about the CRF bid development process

3.1 Governance of Steering Group (Lesley Nel)

-Terms of Reference

Lesley explained how the workshop with Lynn Wetenhall had been very useful at focusing the group as to what needs to be done first. So the terms of reference as distributed by Paula are to be agreed by the group and comments/suggestions etc to be submitted to Petrina.

Action 3.1a Petrina to add mission statement, column for signing and additional statement about progressing a coordinated CRF bid. circulate redrafted Mission Statement the Steering group for signing at the next meeting.

| NB also agreed to include workshop aims to mission statement

-Steering Group Members

| Petrina mentioned that a new contact from Somerset Council Stephen Dury is keen to sit on the Steering Group. In principle this was welcomed with the caveat that the steering group does not become too big 10 being the limit. Furthermore, it was felt it would be more balance to get representation from one of the water boards as Local Authorities already have a high representation.

Action 3.1b Petrina to chase up Wessex & Bristol Water

The group expressed concern that some key members have failed to attend a number of meetings and we really need to have a reliable consistent group in order to have continuity and progress the plan.

Action 3.1c Petrina to chase up non attendees to ensure that they still want to be on the steering group

-Chairing & preparation for meetings

Lesley explained that the steering group meetings are likely to have a significant amount of preparation and administration associated with them and consequently it will be expected that steering group members will help with some of this to make the task less onerous for Petrina.

Paula offered to chair the next meeting

3.2 Scope of the Management Plan Project & Process (Paula Spiers)

Paula updated the group about the progress made on the management plan process thanks to the workshop that was held on the 19th of April with Lynn Wetenhall from Dialogue by Design the Consultants appointed by the Environment Agency to help the pilots with the catchment based approach.

The result of the workshop has provided us with the following timeline.

--

Group discussion followed regarding the timeline, comments were that we don't have much time to fit everything in. Also that as it stands there is a lack of consultation with the wider public which is something the group are keen to do because otherwise the process is very similar to what has gone before with Environment Agency lead pilots.

Action 3.2a Petrina to schedule some dates and general subject headings for key stakeholders to discuss key issues

Action 3.2b Petrina to look at upcoming events that we could piggyback to raise awareness with the general public

3.3 Making the Process Work

-Task & Finish Groups (Lesley Nel)

Lesley mentioned how we envisage that there will be a number of task and finish groups set-up in order to thrash out key issues. These will probably be identified as we progress through the process.

-Budget & Commissioning Work (Karen Renshaw)

Karen gave a hand out to the group detailing rough figures for the remaining funds. The group agreed that this was a good rough draft and that we should aim for these figures when commissioning work.

£12K for data
£10K walkover/eco-systems services
£6K farmer engagement
£12K community engagement

Discussion followed regarding the various suggestions for commissioning work, including; The River Story Video and GIS Database. Potential providers were suggested including Pervasive Media Studio, detailed project briefs required so we can send out to potential providers. Steve suggested that a task and finish group should be set up to define what community engagement we want.

Action 3.3a Karen to speak to the new B&NES council GIS person & BRERC as to if they could potentially work on the GIS project.

Action 3.3b Karen to write project brief for the River Story

Action 3.3c Petrina to speak to contacts in the wider catchment to see if there are any suitable communities that interact with their rivers for the river story

Action 3.3d Petrina to write project brief for the GIS/database project

Action 3.3e Petrina & Steve to meet on the 17th of March to plan community engagement

3.4 External Communication (Petrina Brown)

-Pilot briefing

Petrina mentioned that she has sent out a rough briefing document for group approval. The group suggested some changes.

Action 3.4a Petrina to make changes to CMP brief and circulate to the Steering Group

-website

Petrina mentioned that Julian had kindly offered to host the CMP on the BART website once it is up and running, however there may be logistical difficulties with regards to timings, access, space and compatibility with social networking sites, if we take up this offer. The other option was to use one of the free template websites such as webnode to host the site, which would mean we could get going asap. The group decided that time was of an essence and we should just get set up as quickly as possible.

Action 3.4b Petrina to start work on the website as soon as possible

-facebook

Petrina mentioned that she has some experience of setting up a group on facebook and though she is not completely what she is doing she is happy to have a go at setting up an account just to see how it evolves. Group agreed that this would be useful for community engagement so she should go ahead.

Action 3.4c Petrina to experiment with setting up a facebook account for the Catchment Management Plan Pilot

-logo

Petrina mentioned that it would be useful for the plan to have logo particularly for public consultation, so we can have some recognisable image for newsletters, website etc. designer Clytus Williams is working on these at the moment, so we should have something to comment on by the end of the week.

3.5 Internal Ways of Working (Petrina Brown)

-Internal Communications

One of the aims of the CMP process is to improve communication between all the relevant stakeholders to ensure work is not duplicated, everyone is fully informed as to what is happening throughout the catchment and that action is undertaken strategically. Group agreed, discussion followed about how this could be achieved. Suggestion of an internal & external communication plan and possibly a forum on the website could help.

-starting to be more joined up esp. funding

Petrina felt this had already been discussed and dealt with in section 3 under matters arising from the last meeting.

4. AOCB

Paula mentioned that Lynn can help with the communication process and suggested that if she can make the meeting on the 17th of March? with Petrina, Paula & Steve to plan community engagement this would be very useful.

Action 4. Petrina to contact Lynn Whetenhall regarding her availability on the 17th of May

5. Location & time of next meeting Thursday 7th June 2012

It was suggested that the next meeting be held in Wiltshire.

Action 5. Petrina to speak to Jon about arranging the next Steering group meeting in Wiltshire

Action Table

Action Number	Who	What	Completed
3a	Julian & Rosanne	Provide overview of the CRF at the next meeting	
3b	Karen & Paula	Contact Julian to ensure that the CRF bid development process mirrors the process the management plan will cover	
3c	Julian	Write to the Environment Agency to inform that we will be applying for funding for a joint project for the catchment.	
3.1a	Petrina	Add mission statement, column for signing and statement about holding off project development/CRF application until the Catchment Management Plan draft is completed, to the Terms of Reference. Send to L.N for approval then circulate to the Steering group for signing at the next meeting.	
3.1b	Petrina	Speak to Wessex & Bristol Water about steering group representation	
3.1c	Petrina	Speak to serial non attendees to ensure that they still want to be on the steering group	
3.2a	Petrina	Schedule some dates and general subject headings for key stakeholders to discuss CMP key issues	
3.2b	Petrina	Look at upcoming events that we could piggyback to raise awareness with the general public	
3.3a	Karen	Speak to the new B&NES council GIS person & BRERC as to if they could potentially work on the GIS project.	
3.3b	Karen	Write project brief for the River Story	
3.3c	Petrina	To speak to contacts in the wider catchment to see if there are any suitable communities that interact with their rivers for the river story	
3.3d	Petrina	write project brief for the GIS/database project	
3.3e	Petrina, Paula & Steve (possibly Lynn)	meet on the 17 th of March to plan community engagement	
3.4a	Petrina	Make suggested changes to CMP brief and circulate to the Steering Group	
3.4b	Petrina	start work on the BARCmp website as soon as possible	
3.4c	Petrina	experiment with setting up a facebook account for the BARCmp	
4	Petrina	contact Lynn Whetenhall regarding her availability on the 17 th of May	
5	Petrina	speak to Jon about arranging the next Steering group meeting in Wiltshire	