

PEMBROKESHIRE COASTAL FORUM
TOPIC GROUP CHAIRS MEETING 29TH APRIL 2003
ICZM STRATEGY DEVELOPMENT

Project Plan

For clarification purposes the project can be divided into three phases as follows:-

- Phase One – Establishment of Forum structure & methods of communication
- Phase Two – Establishment of baseline information on Pembrokeshire Coastal Zone & waterway.
 - Issues/State of Report
 - Preparation of 11 topic papers based on Topic Groups to include issues
 - Identification of information gaps
 - Identification of current levels of ICZM within current management framework – ICZM Audit
- Phase Three – Preparation of an ICZM Strategy & Action Plan
 - Preparation of a strategy for the future of the coast
 - Vision for the future
 - Action plan to implement strategy
 - Who does what, how, where and by when

Having now spent the last year creating the structure in which the Forum works we are now moving into Phase Two, the gathering of baseline information which will form the basis of the Strategy.

Phase Two

Over the next six months, the Forum Team have been tasked with the production of a 'State of / Issues Report' for the Pembrokeshire Coast. Following a standard format, extensive research has started in gathering all the necessary data on each of the 11 topic areas to include the following:-

- Background information on topic area e.g. range of activities
- Current management of activity
- Legislation including local bylaws
- Existing strategies, management plans, reports on topic area
- Monitoring and research
- ID of gaps in information
- Current issues related to activity
- Areas of interaction and potential conflict with other topic areas

The levels of detail within the report will be largely determined by what information is currently in existence. However the aim is not to provide an exhaustive list of information on each of the topic areas, but instead to draw together a list of existing information with brief summaries of content, identifying areas of duplication and gaps in knowledge. The report will be:-

- targeted at the full range of interested parties and should be available to all on request
- summarized in an Executive Summary for wide circulation with the full report having a more restricted circulation but available on request
- as concise as possible and set out in an accessible and attractive way to appeal to a wide audience
- comprise an opening introduction and general descriptive section, sections relating to individual topic heads, a planning section to incorporate the ICZM audit results, a discussion and review section and a final summary
- not contain non-essential detail. This would either be included in Appendices or source references would be given within the Report
- a “stand alone” document but also a precursor for the full Strategy Document and would therefore need to be considered in that context in terms of format and style

The information will be gathered by a variety of means to include coastal surgeries, coastal workshops, questionnaires, topic groups and previous work produced by other organisations. To avoid duplication the Forum intends to work by building on existing consultation whenever possible. With this in mind Issues are to be gathered from a variety of means as follows:-

1. Forum issues (questionnaires, coastal surgeries, workshops & topic group meetings)
2. SAC Issues
3. Community Plan
4. Community Appraisals (PLANED, PCC)
5. PCNPA ‘State of the Park’ consultation

Over the next three months the Forum Team will be focusing most of the consultation on the Topic Groups. Chairs have now been agreed follows:-

Table One – Topic Group Chairs and Membership Numbers

Topic Group	Chair	No. of Members
Fisheries & Aquaculture	Steve Thompson	69
Tourism, Recreation & Access	David Reed	88
Agriculture & Rural Land Use (MOD)	Steve Alderman	34
Marine Industry Business & Commerce	Andrew Brown	42
Ports, Shipping & Transport	Mark Andrews	28
Landscape & Cultural Heritage	Jonathan Hughes	15
Nature Conservation / Environment	Robin Crump	70
Energy	David Fletcher	16
Coastal Protection & Flood Defense	Emyr Williams	27
Marine Pollution & Water Quality	Ged Davies	59

Role of Chairs

The role of the Chair both within the meetings and in the broader context of the wider work of the Topic Groups will be vital to the success of the project. They will have a wide knowledge and understanding of both the topic area and also its context in relation to other topic areas. Using that knowledge they will draw out from the group, both within and between meetings, the information and views necessary to make the final report as meaningful and holistic as possible.

The role of Topic Groups will be to draw together the essential information regarding each of the topic areas; however it will be through the Steering Committee of the Forum that the necessary links between groups will be provided. Each Topic Group Chair will have a seat on the Steering Committee and play an important part in the integration process. Whilst Forum staff will be working closely with the Chairs, their chief role will be to provide the administrative support for the Groups and to collate and present the information and views arising from them.

Timetable for Topic Papers - See Table Two

Table Two – Timetable for State of / Issues Report

Timetable of events	Apr	May	Jun	Jul	Aug	Sept	Oct
Information sent out to Topic Group Chairs covering letter, agenda & membership list	██████████						
Topic Group Chairs Meeting Forum aims objectives & outputs; roles & responsibilities of Topic Groups, structure & function, timetable for meetings, format of meetings and links with Steering Committee.	██████████						
Information sent out to Topic Group Members agenda, date & venue for meeting, draft topic paper, meeting attendance return slip		██████████					
Topic Group meetings / workshops ID gaps in information, amendments to existing information, new material sources debate issues identified, process, benefits and timetable for Forum work		████████████████████					
Final Draft Topic Papers out for consultation sent out to all Topic Group Members for final comments			████████████████████				
ICZM Audit of Plans Audit main plans against principles of ICZM e.g., Shoreline Management Plan, Community Plan, Unitary Development Plan.			████████████████████				
Issues/State of Report						████████████████████	