

# PEMBROKESHIRE COASTAL FORUM

## MANAGEMENT GROUP

2pm MHPA 1<sup>st</sup> May 2003

### NOTES OF THE MEETING

**1. The Following were present:-**

Edward Holdaway (EH)	Chair, Pembrokeshire Coastal Forum
Nic Wheeler (NW)	Pembrokeshire Coast National Park Authority
Ted Sangster (TS)	Milford Haven Port Authority
Steven Hurr (SH)	Pembrokeshire County Council
Steve Morris (SM)	Pembrokeshire College
Paul Varallo (PV)	Environment Agency Wales
Tonia Forsyth (TF)	Pembrokeshire Coastal Forum
David Gardner (DG)	Pembrokeshire Coastal Forum

Apologies were received from Alison Smith, Welsh Development Agency; Carolyn Heeps, Crown Estates and David Worrell, CCW.

**2. Minutes of the Meeting of the 6<sup>th</sup> February 2003**

The Minutes of the Management Group meeting of the 6<sup>th</sup> February were accepted as a true record.

**3. Matters Arising from the Minutes**

Item 8. Whilst discussions on budgetary requirements had commenced with WEFO, a meeting had yet to be held. **Action: EH to follow up.**

**4. Officer's Report**

**(a) Progress Report**

The report [circulated in advance] was noted. Tonia was congratulated on the quality and content of the report, a view that was endorsed by all, despite the set backs in relation to the post of Assistant Forum Officer.

**Action: Copies of the ICZMap report to be provided for all members of the Management Group.**

DG gave an update on the preparation of the Topic Area Summaries which would form the major elements of the proposed "State of" Report and the planned Programme of Topic Group meetings to be held during May and early June.

**Action: Copies of Topic Area Summaries and Meetings Programme to be sent to all Management Group members**

NW expressed concern over MG representation on all Topic Groups. PV supplied a list of EAW representatives for the Topic Groups, but notification of representation was still awaited from the CCW and the WDA.

**Action: Forum Team to contact CCW and WDA to identify representatives for respective Topic Groups.**

**(b) Items for Discussion**

**i) Marine Code and Outdoor Charter**

TF was congratulated on the work that she had carried out in relation to the development and implementation of a Marine Code and Outdoor Charter for Pembrokeshire. Organisation representatives present were agreed that whereas small elements of match funding in kind or in cash were likely to be available towards the project, total funding for three years was not a possibility. TF expressed concern that unless funding was sought the projects would be unable to continue. She also felt that at such an early stage of marine code development boat operators could not be expected to financially contribute to the project.

**The meeting agreed that: -**

- **It was essential to maintain the initiative and that ways must be found to fund its continuation;**
- **The project should go forward as a new project with a new post and new job description for open competition once funding had been identified;**
- **No further progress could be made until a response was received from the Wales Tourist Board regarding funding and the possibility of ESF funding was explored.**
- **Consideration should also be made to accessing objective one funding.**
- **The project officer to be managed by the Forum Officer and possibly be housed with Forum Team.**

**Action: TF to contact WTB regarding funding & to meet with David Fletcher to discuss the SDS grant scheme.**

**ii) Forum Marketing**

Due to the current situation with the Forum the Group agreed for Jessa Fairbrother to be appointed on a temporary contract to begin to tackle some of the marketing and public relations work of the Forum.

**Action: TF to make arrangements to appoint Jessa Fairbrother for a 3 month period subject to subsequent review.**

### **iii) Literature Database**

The group agreed that the Forum should meet with RPS Consultancy, however concerns were expressed about ownership of the data if the project was led by a private consultant.

**The meeting agreed that:-**

- **It was desirable but not a high priority;**
- **The Forum should maintain a watching brief and liaise with others in the field.**

**Action TF to arrange a meeting with RPS Consultancy to discuss the project**

### **iv) Wales Tourist Board**

After discussion the following action was agreed.

**Action:- Chair to write to the WTB to express the Forums current concerns over their commitment to sustainability and ICZM and to request a meeting to discuss it.**

### **v) Community & Education Topic Group**

The meeting was of the view that it was inappropriate for Community & Education to exist as a separate Topic Area at this stage. It was agreed that both communities and education should be incorporated into all other topic areas as cross cutting themes, along with sustainability and socio-economics. The following actions were agreed: -

**Action:- Forum staff to send a letter to all members of the C&E Topic Group to advise them that there would be no specific meeting and inviting them to attend other Topic Group meetings where the C&E aspects would be included;**

**Action:- Forum staff to prepare a briefing note for Topic Group Chairs to ensure that C&E and other “cross-cutting themes” are addressed by the Groups.**

## **5. Any Other Business**

1.1. Cetacean Code of Conduct CCW have produced a draft document. TF confirmed that liaison is in place to ensure that there is no duplication /confusion with local initiatives.

1.2. Due to the extent of partners involved in funding the Forum, TF asked the group if a strap line could be used referring to the partnership on the Forum leaflet instead of the logos. The Management Group agreed.

1.3. NW moved that the Forum should join the EUCC as an Associate Member and this was approved unanimously.

**Action: TF to progress application for membership of the EUCC**

1.4. TF asked the MG if there were any organisations had a spare computer for Jessa Fairbrother. PV & NW suggested that TF contact the EAW & PCNPA

**Action TF to contact Di Hope of the EAW (Haverfordwest) and PCNPA to determine availability of spare computers**

## **2. Date of the Next Meeting**

The next meeting of the Forum Management Group is to be held in the MHPA Boardroom **at 2.00 pm on Thursday 10<sup>th</sup> July, 2003.**

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