

C-SCOPE Project Steering Group

Notes of Meeting held on the 21st April 2009 at the Corn Exchange, Dorchester

Present

Bob Huggins	BH	DCF Chairman
Andrew Hignett	AH	Portland Port
Ken Buchan	KB	Dorset County Council
Bridget Betts	BB	Dorset Coast Forum
James Weld	JW	Lulworth Estate (landowner)
Rachel Waldock	RW	Natural England
Tony Flux	TF	National Trust
Simon Williams	SW	Weymouth & Portland Borough Council
Peter Tinsley	PT	Dorset Wildlife Trust
Sandie Wilson	SaW	Portland Port
Sally King	SK	World Heritage Team
Vincent May	VM	Bournemouth University
Sarah Bentley	SB	AONB
James Feaver	JF	Dorset Coast Forum
Ness Smith	NS	Dorset Coast Forum

Apologies

Peter Moore	PM	Dorset County Council
Nick Lyness	NL	Environment Agency
Malcolm Turnbull	MT	Jurassic Coast Trust
Simon Cripps	SC	Dorset Wildlife Trust
Gary Fookes	GF	Team Dorset

1. Welcome

Bob welcomed the SG and its new members.

2. Minutes of previous meeting - review minutes and actions

BH asked if comments from the Interreg Steering Committee had been addressed, specifically, that in implementation of the project *attention should be paid to added value of the access points* and that the project should *ensure it builds on the results of previous projects*. KB confirmed all issues raised by Interreg were listed in the application and would be addressed within the project.

3. Introduction to new C-SCOPE staff and update

Chair introduced Ness Smith and James Feaver to the group. NS and JF gave a brief description of their backgrounds. NS gave a brief update of work completed and work for the coming three months:

- Seabed multi beam surveys completed
- Draft ToRs for Task & Finish Groups distributed to Steering Group

- Website is written and is now live; www.cscope.eu
- Draft brief for land/seascape assessment written
- Banners for launch and future events
- Draft Communication Strategy
- Produced a slide/music show for the launch
- Started background research for MMA document

JF gave an outline of work to date:

- Collated many data sources and organised into groups and sets of data
- Has established a meta-data base, to inform quality control, maintenance
- Looking at different approaches to sensitivity mapping
- Identified current gaps in data
- Stressed work in progress – help is needed to populate the database.

There was a discussion about data and how it should be used. It was emphasised that the data was very much work in progress. VM stressed climate/sea temp/salinity data was vital and to ensure that the GIS system should not be static. BH mentioned environmental goods and services would be another data set. JW identified that more information on landownership and land use would be useful and was happy to help with this. SW added that regulations and management of water should also be considered.

SK then asked why the MMA went to Durlston Head, not Old Harry. A further discussion ensued over how the MMA had been chosen, and if it needed revising. KB said there had been previous discussions about the boundary, and that it wasn't immutable.

VM asked how far inland the boundary went, and should we be cutting off at Durlston, even though many visitors would be coming from Swanage. BH reminded the SG that data would be gathered from as far in land as necessary, that the inland boundary was a grey area and this should be addressed by the MSP Task & Finish Group.

JW said Old Harry would be considered as the cut off from a landward perspective and SK agreed. ST said the seabed geology also backed up this argument. BH asked the DCF to re-examine the boundary.

VM said we should be collecting and listing questions such as this, as it would be important for future evaluation.

Action: JF to send out full *current* data set to SG. DCF to re-examine MMA boundary. SG to inform JF of any datasets they know of.

4. Programme for next quarter

NS gave a brief rundown of work to be conducted in the next three months:

- Recruitment of Task & Finish Groups - May

- First T&F Group meetings – June-July
- Start populating the GIS map
- Recruitment of consultants for land/seascape assessment – interviews June
- Draft brief for offshore renewables assessment
- Outline and research for MMA document
- Research topic papers
- Seabed mapping – ground-truthing (DWT)

PT informed that the multi-beam survey was currently being analysed, to be fed to SeaStar Survey who are conducting the ground-truth survey in July. A completed map should be available by the end of the year.

5. Risk Register

- Bridget informed that she had amended some of the wording on the risk register, and added two columns – risk register to be monitored on a six-month basis and this will be used to field the columns.
- She is waiting for feedback back from Kathy Belpaeme, chair of the PMC for risk register to be finalised.
- Register to be reviewed annually

Action: BB to distribute final Risk Register to SG

6. Terms of Reference and Task and Finish Groups

BH opened by stating the SG was happy with the recruitment process for Task and Finish Groups.

There was a discussion about whether someone reading the ToR would know if they were suitable for the role; it was agreed that they would. SK suggested a summary of key skills should be included in the invitation e-mails. KB expressed concern that people wouldn't grasp the level of work expected as a member of a Group; it was agreed that the invitation emails would clearly state the Task and Finish Groups are **working** groups.

VM pointed out that whilst some people might serve on a T&F Group via their organisation, it was important to remember that some will be volunteers, possibly with their own businesses, and we must ensure that becoming a member would not be seen as a chore. BH said that where possible, meetings and travelling should be kept to a minimum. SW added that we may call on experts for advice, and we should be careful not to exclude people.

KB informed that the Communications T&F Group would be drawn from communication and marketing experts within member organisations, such as the Environment Agency, National Trust and Natural England. BB reminded the SG that there should be a good balance of representation, not just environmental organisations.

BH asked about the role of Chair for the T&F Groups. BB said this was the hardest role to fill, and that a strong leader was needed for each group. VM suggested there should be a Vice-Chair as well, so it was clear who would take the role in the absence of the chair. It was agreed that all chairs would sit on the SG. TF suggested a system so that each Chair had a 'buddy' on the SG, to act on a more informal level.

BB asked if the SG had any Chairs in mind, and whether the SG felt it was important that these people had specialist knowledge. BH said I would be good to have 'experts' but it was more important that the Chairs were enthusiastic and would make the group gel and work well together.

A discussion about active versus passive recruitment was held. TF said BB and KB had a really good grasp of the DCF membership and would be in the best position to identify potential T&F Group members, and should approach these people directly. It was agreed that BB should identify and email potential members asap, and come back to the SG if this approach wasn't working. BH asked the SG if anyone knew of suitable candidates, but none were given. RW suggested that SG members email DCF with potential names.

Action: BB to invite DCF members to join T&F groups via an email containing the ToR. Ensure a list of key skills, and point out work load. BB and DCF to identify potential Chairs as well as Communication T&F Group members, and actively recruit these people.

7. Project Management & Finances

In-kind funding: KB reported that due to the drop in value of the Pound against the Euro, funding from Interreg would be in the region of €480,000 instead of €560,000. Interreg have no protocol for currency fluctuations, and will not be making up the shortfall. The exchange rate may improve in the future, but should it remain low the Project will either have to find more money, or lower costs; purchase of access point computers would be an obvious cut.

Dorset Wildlife Trust wishes to include a clause in their agreement with the C-SCOPE Project to ensure they are not responsible for any shortfall of in-kind funding. KB and SC have been in discussion about this, and should finalise details shortly.

Mazars has now been appointed as the Project First Level Controller, subject to approval by the central approval body, and the Partnership Agreement between West Flanders and DCC should be signed off by DCC within the next few weeks.

Action: KB and SC to agree details of in-kind funding agreement

8. Launch event

- KB went through the latest agenda for the launch event in Belgium and informed people that the dress code was 'smart-casual'.

- VM reminded facilitators and speakers to be aware of language issues and cultural differences. He also volunteered to act as chair for the DCF workshop.

Action: KB to pass on VM advice to other delegates not at this meeting but attending the event.

9. AOB

No other business was raised. The next meeting was agreed to be on Wednesday 15th July 2009 at 14.00, venue TBC.