

Pagham Harbour Contract Management Committee Meeting 10 May 2012

Draft minutes

Present:

- West Sussex County Council: Cllr Mike Coleman, Charlotte Eastley (Countryside Services Manager)
- RSPB: Nick Brooks (West Sussex Area Reserves Manager), Rob Carver (Pagham Harbour Site Manager), Adrian Thomas (Project Manager)

1. Remit of the committee

Confirmation the role of the committee, as set out in the SLA:

"10.2.1 Each party will nominate a maximum of three representatives who will sit on the Contract Management Committee to monitor this agreement. WSCC nominations will include at least one nominated council officer and one nominated local County councillor.

10.2.2 The Contract Management Committee will meet at least twice a year to monitor progress against the Management Plan, the Agreement and the Annual Report.

10.2.3 RSPB will arrange the meeting circulating an agenda and subsequent meeting minutes for agreement."

Both parties confirmed that the nominated representatives on the committee would be those present at this meeting. The Service Level Agreement allows for representatives to change as required. The County Councillor representative will change annually, on the anniversary of transfer (2 Feb).

2. Publishing of the minutes of these meetings.

Meeting minutes will be published on the RSPB website, and there will be a link to these from the WSCC website.

There may occasionally be a need for business sensitive issues to be discussed. If so, there will be a Part 2 of the meeting, and the minutes will share a heading of what has been discussed.

3. Contract Monitoring.

The RSPB reported on progress to date, focusing on any achievements, and errors and exceptions.

- **Transfer of the HLS (Higher Level Stewardship) agreement.** Good progress is being made on the necessary paperwork, in consultation with Natural England who oversee the scheme. WSCC will remain the lead until Nov 2013.
- **Management Agreements with 3rd party landowners within the Local Nature Reserve.** There is still a need to sign agreements with some of the landowners around the Harbour. Most of the agreements are reliant on completion of the HLS first. The process is underway and going well.
- **Pagham Beach Holdings Ltd:** WSCC remain the tenant, with RSPB the managing agent.
- **Bourne Leisure:** A draft management agreement is under discussion; RSPB is currently the managing agent on behalf of WSCC.
- **Field teaching scheme:** Debbie Barnes has been appointed as a permanent Education Officer, the important first step towards progressing towards the Quality Badge.
- **Meet the RSPB events:** RSPB was very pleased with the Saturday event in Slipe Field, Pagham, meeting 70 people using the reserve, many of them dog walkers. There were few concerns, but

RSPB was able to quash some rumours. There are no changes planned to dog walking routes or rules.

- **Volunteers:** The transfer of volunteers onto the RSPB system is going well.
- **Church Lane, Pagham:** WSCC has resurfaced the lane and filled the edges.
- **Visitor Centre opening:** The centre has been opened every day since transfer, seven days a week.
- **Boating:** WSCC is leading on developing a code of conduct for those exercising the general right of navigation in the Harbour. This will then be shared locally, including clear explanations of why the Code is necessary and how it should be used.
- **Annual report:** Although the RSPB has only been in post for 2 months, Rob Carver has produced a draft annual report for 2011/12. This will be posted online once complete.
- **Lead contact:** The RSPB's lead contact on the Committee will be Nick Brooks.
- **Health and safety:** RSPB has done a complete audit. There are a range of issues that are being addressed, but none is major.
- **Local communities forum.** As part of the new governance arrangement, there will be a Local Communities Forum. The first will be held on 29 June at St Ninians Church Hall, Pagham. Cllr Coleman will chair. The meeting will be open to all, but we would like to encourage local councils and key community groups to field a representative. The aim will be to hold a friendly, open, interactive meeting, and ask stakeholders to submit agenda items in advance.

4. Finance

Nothing to report at this stage.

5. AOB

- There are various small discrepancies in the boundary of the LNR which need to be corrected. This won't be progressed by WSCC (including consultation) until 3rd party management agreements are in place, and so is unlikely to happen until towards the end of 2012 at the earliest.
- The Contract Management Committee shared its pleasure at the strong working relationship being forged, and the sense of positivity moving forwards.