

# Water Space Study Project Steering Group Meeting

Monday 23<sup>rd</sup> November 2015

Lewis House, Manvers Street, Bath

## DRAFT Minutes & Actions

**Present:** Mark Minkley (B&NES), Tim Hewitt (B&NES), Zoe Hancock (Wessex Water/B&NES), Jeremy Taylor (EA), Mark Evans (CRT), Suzanne Featherstone (CRT), Ruth Barden (Wessex Water)

		<b>Action</b>
<b>1.</b>	<p><b>Actions from previous meeting</b> All- Minutes were agreed to be accurate</p> <p><u>Actions carried over from previous meeting:</u></p> <ul style="list-style-type: none"> <li>- Sort out a visit to Kings X and/or Olympic Park to discuss River Maintenance Fund that has been set up with other national projects</li> <li>- Send details of Wessex Water Feasibility Study to ZH</li> <li>- Section 106 review will be finalised by the next Project Steering Group meeting in January</li> <li>- Send ZH contacts for EA's South East navigation team</li> <li>- Set up a meeting with Natural England to determine their involvement/contributions</li> <li>- Research potential for shared data base of information relating to this project</li> </ul>	<p><b>ME</b></p> <p><b>RB</b> <b>TH</b></p> <p><b>JT</b> <b>MM</b></p> <p><b>ZH</b></p>
<b>2.</b>	<p><b>Project Brief</b> ZH- The Brief has been updated in line with feedback from all project partners. The break clauses between Part 1, 2 and 3 have remained. TH- The Council (as lead partner of the Study) will be using the HCA panel to recruit consultants. This is a national panel that larger, multi-disciplinary consultants are already registered with (such as Atkins). Ideally it was agreed that at least 5 consultants should be sent the Brief via the Panel, at present the HCA system stipulates that it will be sent to just 3 consultants. It was agreed that the following should be considered/included:</p> <ul style="list-style-type: none"> <li>- ARUP</li> <li>- Atkins</li> <li>- WSP</li> <li>- Halcrow (New name?)</li> <li>- White, Young &amp; Green</li> </ul> <p>ZH- to pre-empt any questions that may be asked by potential consultants during the next 4 weeks, it would be useful to have a greater understanding of what is required for the Mooring Strategy, especially from CRT perspective. For example, does CRT want a joint management plan developing for the canal and river system? What kind of outputs are required?</p>	<p><b>TH</b></p> <p><b>TH</b></p>

	<p>tender, dates to review the applications and also confirm a date for tender interviews in January</p> <p><b>Action-</b>ZH to circulate final version of project brief to Steering Group members</p> <p><b>Action-</b> ME/SF to send more detailed feedback to ZH to further develop the Mooring Strategy output of the Study</p>	<p><b>TH</b> <b>ME/SF</b></p>
<p><b>3.</b></p>	<p><b>Project Budget</b></p> <p>ZH presented an updated summary of the budget to the members of the group. It was agreed that the budget for the consultant's appointed should be re-scoped to [REDACTED]</p> <p>This enables the contingency to be increased to [REDACTED] [REDACTED]</p> <p>At present the Project Coordinator has [REDACTED] assigned for a 15 month role, if a candidate for the job is identified and further funding is required then this can be taken from the contingency.</p> <p>TH- It is essential that all project partners who are providing financial contributions to the Study send the Council a signed letter of agreement (or equivalent legal document) to ensure the funding is secure before the consultants are appointed and the River Coordinator is offered the post. Please can all project partners send details to TH/ZH by Tuesday 8<sup>th</sup> December 2015 (Next Strategic River Group meeting).</p> <p>ZH- requested if any partners are aware of any funding opportunities that arise from this point forward to please keep the Steering Group/Project Coordinator informed so dates are mapped and aligned with projects being scoped via this study. For example the following funds were suggested:</p> <ul style="list-style-type: none"> <li>- NERC, Green Cities call (2 year development fund)</li> <li>- EU Structural Fund (via LEPs/EA links)</li> <li>- LEP Funding (Bath Enterprise Area funding?)</li> <li>- Cycle Ambition Fund</li> <li>- Local Sustainable Transport Fund (Will become the Local Growth Fund)</li> </ul> <p><b>Action-</b> TH to circulate an updated budget to all project partners once finalised</p> <p><b>Action-</b> ALL partners to send a signed letter of agreement (or equivalent legal document) by Tuesday 8<sup>th</sup> December 2015</p> <p><b>Action-</b> All to keep the Group updated about key funding opportunities that need to be aligned with WSS</p> <p><b>Action-</b> TH to circulate the Salford information</p>	<p><b>TH</b> <b>ALL</b> <b>ALL</b> <b>TH</b></p>

<p><b>4</b></p>	<p><b>Project Coordinator</b></p> <p>MM- There was a good response to the job advertisement and we have now short-listed 6 strong candidates for interviews on Monday 30<sup>th</sup> November 2015. The candidates being interviewed have a broad range of skills; it will be useful to know what skills should be prioritised by the project partners? Mark Minkley, Tim Hewitt and Jeremy Taylor will be conducting the interviews.</p> <p>ZH- This is a multi-disciplinary project, only have 15 months to deliver a wide range of outputs. The Project Coordinator needs to have good communication/partnership skills, have a good understanding of project management/development of partnership projects and consultation and background in boating/navigation/environment if possible. They will also need experience/understanding of funding mechanisms/opportunities.</p> <p>RB- It may be a good idea to ask the candidates to prepare a short presentation (approx. 10 PowerPoint slides in length) for example: "Challenges and Opportunities of delivering a Water Space Study in Bath &amp; North East Somerset". Suggest that members of the interview panel may represent different sectors/stakeholders, such as anglers, boat dwellers, developers to see how candidates re-act to some of the questions that they may get asked in real life job scenario.</p> <p>It was agreed that MM, TH and JT should make a decision based on the interviews and appoint after the interview process.</p> <p><b>Action-</b> All partners to send MM potential interview questions by Thursday 26<sup>th</sup> November</p> <p><b>Action-</b> MM to call JT and prepare for interviews</p> <p><b>Action-</b> MM to keep Steering Group updated on who was appointed</p>	<p><b>ALL</b></p> <p><b>MM</b></p> <p><b>MM</b></p>
<p><b>5</b></p>	<p><b>Communications</b></p> <p>All partners were happy with the development of the Communications Structure and agreed that the River Task Group should be reviewed and individuals from the Group could be assigned as lead contacts for the different work streams as part of the Water Space Study.</p> <p>ZH is working with Communication specialist at B&amp;NES to develop the Communications Strategy; ZH will send updated Strategy to all partners for comment asap.</p> <p>MM- Very important to have a brand for the Water Space Study, especially with building confidence and trust for future funding. Encourage Communications Group to consider this</p> <p><b>Action-</b> Organise a meeting with all Communications contacts in January once Project Coordinator has been appointed to discuss updated Communications Strategy/Brand</p>	<p><b>ZH</b></p>
<p><b>6</b></p>	<p><b>Work Plan</b></p> <p>ZH- asked ME if there was any progress on the interim mooring solutions that are discussed at Pulteney Mooring and Saltford.</p> <p>ME- CRT is interested in discussing Pulteney Mooring, will be discussed in more detail at the workshop to discuss the Boathouse in December. CRT have also offered to have a meeting with Matthew Symonds to discuss what pragmatic interim solutions can be found at Mead Lane, Saltford</p> <p>TH- provided an update on the Boathouse, further discussions on the Business Plan will be discussed in Dec.</p>	

	<p><b>Action-</b> ZH to organise a meeting with B&amp;NES and CRT (Matthew Symonds) to discuss Mead Lane further</p> <p><b>Action-</b> TH to send revised drawings to ME and Aiden Johnson-Hugill to inform how all partners agree how Phase 2 of the project will be delivered</p>	<p><b>ZH</b></p> <p><b>TH</b></p>
<b>7</b>	<p><b>A.O.B</b></p> <p>No items were raised</p>	

### Summary Table of Actions:

Agenda Item	Lead	Action Detail	Timescale
2	TH	Check with HCA to see if the Brief can be sent out to more than 3 consultants and update the Steering Group with details on who will be sent the brief	ASAP
2	TH	Keep Steering Group updated with key dates: when brief goes out for tender, dates to review the applications and also confirm a date for tender interviews in January	End of Nov
2	ZH	Circulate final version of project brief to Steering Group members	Mid Dec
2	ME/SF	Send more detailed feedback to ZH to further develop the Mooring Strategy output of the Study	ASAP
3	TH	Circulate an updated budget to all project partners once finalised	Mid Dec
3	ALL	ALL partners to send a signed letter of agreement (or equivalent legal document)	by Tuesday 8 <sup>th</sup> December 2015
3	ALL	Keep the Group/ZH updated about key funding opportunities that need to be aligned with WSS	On-going
3	TH	Circulate the Salford information/case study	Mid Dec
4	ALL	Send MM potential interview questions	by Thursday 26 <sup>th</sup> November
4	MM	Call JT and prepare for interviews	Fri 27 <sup>th</sup> Nov
4	MM	Keep Steering Group updated on who was appointed	Fri 4 <sup>th</sup> Dec
5	ZH	Organise a meeting with all Communications contacts in January once Project Coordinator has been appointed to discuss updated Communications Strategy/Brand	Mid Dec
6	ZH	Organise a meeting with B&NES and CRT (Matthew Symonds) to discuss Mead Lane further	Mid Dec
6	TH	Send revised drawings to ME and Aiden Johnson-Hugill to inform how all partners agree how Phase 2 of the Boathouse project will be delivered	ASAP