

**LIFE 3 Project Management Team Meeting**  
**ACW Conference room, Hampshire County Council**  
**10:00- 13.00 Thursday 25 May 2006**

**Minutes**

**Present:**

Bryan Boulton (Chair - HCC)	Grace Ford (Forestry Commission)
Caroline Bird (HCC)	Doug England (National Trust)
Tim Turner (HCC)	Carrie Temple (RSPB)
Darren Crowfoot (HCC)	Maxine Elliott (Environment Agency)
Jonathan Mycock (HCC)	Kevin Penfold (Forestry Commission)
Issy Whatmore (Minutes - HCC)	

**1. Apologies**

Received from Russell Wright , EN.

There was a round of introductions for Tim Turner, HCC Financial Project Consultant, to the group.

**2. Minutes**

Minutes of previous meeting were agreed.

**3. Matters arising**

The FC are still to map out all the project restoration works but this is nearly completed.

ME reported that work at Rhinefield will be completed in the proposed three weeks depending on the weather.

SW met with DW to discuss signing off the restoration work, but this cannot be completed until the works are done. KP reported that close monitoring has been done on what has moved into favourable condition. ME reported that the area of concern at the top of Blackensford has not been brought back into favourable condition but it has been restored within the constraints as the Verderes and Commoners would not allow the bed levels to be raised high enough. However, this enabled further restoration to be carried out downstream.

NT still to send in Claims 8-11.

CT asked if previous claim paperwork needs to be stamped and JM noted that this can be arranged if need be.

GF reported that the New Forest Wetland Management Plan is currently at the printers and a summary plan is being worked on by Jane Smith. KP said that the summary could be used as the after-LIFE plan.

KP noted that a possible trip to the Spanish LIFE team would be in Sept/Oct and outside the claim period for the project but the FC will be going ahead with it and will fund it themselves.

**ACTION:**

- **FC to map out all the project restoration works**
- **EN to sign off the completed project restoration works**
- **NT to send in Claims 8-11**

#### **4. Project Management**

- **Project Managers report**

JM attended the WBMF in March and the final site visit in May. A visit was carried out with FC to look at the practical actions that have been carried out so far. Time was spent on clarifying budget headings from the EC and a response was compiled to the questions that the EC raised following the submission of the third progress report. JM has been working with IW on the end of project events and produced a project summary for the information packs for these events. He attended an annual River Restoration Centre conference in April where he led a workshop on partnership working.

JM then went through the management of the end of the project paper. As period 12 ends at the end of July, all practical actions should be completed by then. All Claim 12's need to be submitted by the end of August and then there is one final claim period up until the end of August. JM emphasised that from September onwards partners would not be able to claim for works done on the project. The filing systems need to be up to date and a contact person needs to be assigned to deal with any enquiries following the end of the project.

It is also important for partners to have a contact person for the end of project payment distribution, as this may not happen until end of the financial year. Partners were advised to inform their financial team that payment may not occur until end of March 07 or later.

All partners need to complete a final durable goods list by end of July. JM will be sending out draft of final report and Layman's Report which will require partner input.

Partners will need to send in completed justification of overhead calculations in September, which is an annual requirement. Partners input will need to be on time for the financial and reporting side of things.

ME to check with fisheries staff to see when their report can be finished so that it can be included in the final report. It was noted that the fisheries staff will have to invoice EA by mid September at the latest to be able to claim for their work. JM to confirm to ME final date for fishery survey.

All partners gave reassurance that someone would be in post to answer to queries once the project was over.

KP noted that the quantity of work has been mapped out using GIS and these have been recorded on CD's and there are also before and after photos. JM asked if the FC could supply attendance numbers for public events that they have organised. KP showed the group the areas that Jane Smith (JS) who has been validating the type of habitat that is developing and then mapping it on GIS. The FC need to ensure the mapped areas correspond to the quantities of habitat targeted for restoration. JS also mapped out the area that has been opened up to grazing, which has been raised in the progress reports so far to the EC. ME reported that the EA have connected the rivers up in total length, although this needs to be overlaid on the geomorphological work. BB thanked KP for bringing in the map.

**ACTIONS:**

- EN to sign off all project restoration works before the end of the project.
- JM to send out draft of Layman's Report by 4 September for partners comments.
- JM to send out draft of Final Report for comment by 21 July.
- Partners will need to send in completed justification of overhead calculations by September.
- Partners to let HCC know when their end dates are and who is taking over from them post project.
- JM to confirm to ME final date for fishery survey
- FC to note attendance numbers for public events that they have organised
- FC to ensure mapped areas correspond to areas contracted for restoration.

## **5. Financial Management**

TT reported that the figures in the attached finance report appendices summarise the position at the end of claim 10 and the phased spend plan for all partners. The spend to date is based on the exchange rate at the time of the claim and the final claim will be based on the exchange rate at the beginning of the month. All claims up to Claim 11 have been received by partners except for NT. If partners need to make any project variances they will need to confirm these by 30 June.

DC sent an email to partners which highlighted the changes that had been made to the back dated claims, which need to be agreed by partners. Phased spend plans have been resubmitted again and partners are required to confirm with DC that they are happy with

them. Once this is done, HCC Finance can look at all figures to see if a modification is required. A modification can be submitted up to 3 months before the end of a project.

KP asked if partners should be claiming items against where they are budgeted against or against where is appropriate to be spent. Some items had to be changed by request of the EC, but otherwise all partners need to stick to their original bid categories. DC will look through all claims that come in and query anything odd with partners before submitting it in the final SOE. DC noted that no major items were picked up in the last SOE and HCC internal auditors have cleared the paperwork so far. Partners should be claiming items against where they are budgeted, unless HCC Finance notify them otherwise. HCC Finance have removed all the salary caps so partners need to check and agree this.

**ACTIONS:**

- **NT to send in Claims 8-11.**
- **Partners to confirm any project variances by 30 June.**
- **Partners to agree to the changes made to their back dated claims with HCC Finance by 15 June.**
- **Partners to agree their phased spend plans with HCC Finance by 15 June.**
- **HCC Finance to see if a budget modification is required.**
- **HCC Finance have removed all the salary caps so partners need to check and agree this with finance.**

## **6. Communications.**

- **Communications Coordinator Report**

IW reported that the last Communications Team meeting was held on 18 April and due to the fact that by the end of July most Communications actions points would be completed, this was to be the last Communications Team meeting to be held. Several events have taken place since the last PMT meeting and there are several events coming up in the future, including the end of project events. The last issue of the newsletter has been distributed and several articles have been written since the last PMT and a further press release by HCC and article by NT are planned for the future. The development of the project website map will be put back until after the end of project events and continuation of the website will be taken on by the New Forest National Park.

- **End of project events**

Event 1 – Friday 2 June

IW noted that the EN speaker cannot attend but has been replaced by Alan Law, Regional Director. The EA and HCC speech is finalised but FC, RSPB, EA and EN are still to confirm content of their speech. Partners to send in speeches for IW to distribute to other partners. The confirmed number of guests so far is 50 guests and a table plan has been devised at New Park Manor Hotel. A summary pack has been produced and a photographer has been organised to come along to the morning and afternoon events.

There is equipment available at the hotel to show the project video and a short series of project images will be shown on the screen. At Black Water Arboretum, Chris Packham and Alan Drinkwater will be talking at 2pm, followed by a site visit for all guests. The group will be split up in two and led by TK/KP and SW/ME, and a site visit needs to be carried out prior to the event. The FC will organise before and after photos of the restoration area during the site visit. KP suggested that if the project video is not played at the hotel then the guests could view it at the public event instead.

#### Event 2 – Technical Conference 13 & 14 June

IW ran through the conference programme and highlighted that the conference is now full. A delegate pack will be produced for the conference including a CD with reports and project material included. The deadline for receiving presentations is Friday 2 June. At the end of Day 1, the project video will be shown to delegates. There are slightly less numbers for the site visits on Day 2, but delegates will need to be split up into two groups going in opposite directions in order to make the visits manageable. IW to arrange a visit to site areas prior to the conference. KP asked if Dick Mihalop could attend the evening meal and IW agreed.

#### **ACTION:**

- **Partners to send in speeches for IW to distribute to other partners for Event 1.**
- **IW to arrange a site visit for partners to the areas that the Conference delegates will be visiting.**
- **IW/JM to check SAP for reference to copyright on video/DVD, then inform FC.**

#### **7. Reply to EC on achievements to date**

JM reported that the EC asked for a detailed table of achievement to date to support the third progress report. JM thanked FC for their input into compiling this information. The EC also requested information on remaining actions and any outstanding restoration works. Comments were given to the EC on when this work was expected to be completed and any actions that might not be completed were fully explained. The FC hedge planting at Waters Copse is due to be done in December and the FC are aware that they cannot claim any project time for this work.

#### **8. Progress Reports**

KP noted that they had recently done a grazing report for Holmsley and Wootton Inclosure which questioned the management of those areas and if they should be opened up for grazing, which was stated in the bid. A consultant has recommended that those areas are not opened up so KP will make a note of this in FC reports. This will not prevent the FC from achieving their required figures. BB noted that the consultant's report should be referenced in the final report.

## **9. WBMF**

GF reported that the Forum met up on 1 March for their final meeting, but will be meeting up on an annual basis. The Forum site visit on 25 May was well attended and there were lots of encouraging comments especially at Markway Lawn. The New Forest Wetland Management Plan is currently being printed and copies are being produced for all partners who have requested them. Statements have been collected from forum members will be included in the management plan. GF asked for comments on the front cover of the plan and partners commented that the photo could be different so GF to look at an alternative image.

**ACTION:**

**- GF to look at an alternative image for the front cover of the New Forest Wetland Management Plan**

## **10. AOB**

JM noted that he ran a workshop at the River Restoration Centre Conference in April.

BB explained to the group that IW has taken up a new position within HCC and would be leaving after the end of project events in June.

The group then watched the project video that had been brought in by the FC and comments were made by all partners to be passed to the film producer by GF in order to produce the final result.

## **11. Date of next meeting**

Wed 4 October 2006, 10-12, Basing Room, Hampshire County Council and lunch (venue to be arranged).

**ACTION:**

**- JM to liaise with EN to ensure they are represented at October PMT**