

# **Yealm Estuary Management Group**

## **Terms of Reference**

(as adopted 3<sup>rd</sup> May 2007)

### The Purpose of the Group

- To promote effective liaison and co-operation between organisations and interests responsible for the management of the Yealm Estuary and where appropriate its surrounding catchment.
- To oversee the preparation, implementation and review of the Yealm Estuary Environmental Management Plan, which will form part of the scheme of management for the Plymouth Sound and Estuaries European Marine Site.
- To promote awareness and appreciation of the distinctive qualities and the special status of the estuary.

### Geographical remit

- To focus on the Yealm Estuary while having regard for the wider hinterland, river catchment and its communities insofar as they interact with the estuary.

### Management structures

- To maintain a management structure that is effective and relevant to the Yealm estuary.
- To review and revise the governance structures every five years alongside the review of the Estuary Management Plan, or sooner if circumstances require.
- To keep under review the membership of the Group, introducing change as required.

### Membership

The Group will comprise the following member organisations:

- River Yealm Harbour Authority
- South Hams District Council
- Devon County Council
- Natural England
- Environment Agency
- South Devon AONB Unit
- Devon Sea Fisheries Committee
- South West Water
- Tamar Estuaries Consultative Forum
- The National Trust
- Newton and Noss Parish Council
- Yealmpton Parish Council
- Brixton Parish Council
- Wembury Parish Council
- Devon Wildlife Trust
- One Member representing the landowning or farming community of the area
- One Member representing the fishery/shellfishery interests of the area

The Group will have an independent and non-political profile and be actively engaged with local communities and with the implementation of the Yealm Estuary Environmental Management Plan.

### Appointment and termination of Group membership

- It will be for each member organisation to appoint its representative to the Group. It is expected that each organisation will provide a nominated representative who will, in the interest of continuity, normally attend meetings.
- The Group may, at its discretion, appoint additional members by co-option or make alterations to its membership.

### Appointment of Group Chairman

- A chairman and vice chairman of the Group will be elected from the membership of the Group, normally for a two year period.
- The Chairman would be expected to act as a “champion” for the estuary; to be committed to the purposes of estuary designation and management; and to act as an effective chairman of the Group

meetings.

#### Organisation of Group meetings

- The Group will normally meet twice a year. The quorum for meetings will be five members.
- The River Yealm Harbour Authority will provide secretarial support for arranging and minuting meetings of the Group. Notice of the dates of Group meetings will be sent out to members at least one month in advance of a meeting at which time members will be invited to submit items for inclusion in the agenda.
- Agendas and any papers will be sent out to members at least one week in advance of meetings. If Group members wish to circulate papers prior to meetings they should supply the River Yealm Harbour Authority with sufficient copies to enable this to be done.
- The Harbour Authority will aim to distribute minutes to members within one month following a meeting.
- The Group may, at the discretion of the Chairman, invite any person or representative of an organisation to address and take part in a meeting where his or her knowledge or experience would contribute to a relevant matter on the agenda.
- The Group will endeavour to make decisions by agreement and consensus whenever possible.
- The Group may establish any technical group it considers appropriate, to provide a specialist focus on the implementation and monitoring of the Yealm Estuary Environmental Management Plan or to undertake specific tasks. The Group will provide clear terms of reference for any technical group so established. A technical group may be wound up on completion of its work, or by decision of the Group.
- Alterations to organisational arrangements may be made by the Group.

#### Publicity and public relations

- In respect of press and publicity, only the chairman and vice chairman may speak on behalf of the Group.
- Members of the public or interested organisations may submit questions or information for consideration by the Group meeting, provided that the question is submitted to a Group member and placed on the agenda in advance of the meeting date.
- The proceedings (agendas and minutes) of the Group will be available to the public on request and will be uploaded to the AONB website.

#### Limitations

The Group is a co-ordinating and advisory group and does not in itself hold executive powers or authority. It does not replace or assume any statutory duties of relevant authorities for the management of the area.

#### Co-ordination

- The Group will liaise with the Tamar Estuaries Consultative Forum in the management of the Plymouth Sound and Estuaries Special Area of Conservation.
- The Group will liaise with the partnership for the South Devon Area of Outstanding Natural Beauty in the management of the AONB.