

EASTERN SEA FISHERIES JOINT COMMITTEE

To: M R Mander

From: Peter Rushmer

Date: 6th February 2007

Ref: PDR/4/12

THE WASH AND NORTH NORFOLK COAST EMS MANAGEMENT SCHEME PROJECT MANAGER'S MONTHLY REPORT – January 2007

18 available days (allowing for public holiday) from 1st to 31st inclusive (on 4 day week basis), working from office 7 days, working from home 10 days (target 9), 1 day annual leave.

Meetings Attended:-

NE Representative, Brancaster Staithe
Biological Sciences Faculty Representative, UEA
New Chair of North Norfolk Coast Advisory Group, Edgefield
Wash SMP Client Stakeholder and Elected Members' Groups, South Holland IDB
Passing call in to Nightshift Graphics, Tilney Hay Green
North Norfolk Kitters' Working Group, Brancaster Staithe
Norfolk County Council elected members and NCC officer representative
Vancouver Week Project Team (KL&WNBC), ESFJC offices, King's Lynn
North Norfolk Site Managers, Holkham
Conservation Objectives Workshop, ESFJC, King's Lynn
Core Management Group, ESFJC, King's Lynn
Updates with Line Manager

Total Travelling:-

6 days

General matters:-

Prepared December monthly report for ESFJC

Analyzed data in progress returns and updated Action Plan (v14) for annual report

Met NE representative to discuss responses to CAA and BBC and agree next steps.

Worked up the latter and sent.

Follow up response to another flier.

Set up and attended meeting to discuss the former with other site managers and drafted response referring back to NE for additional cover and amendments

Advised on NNCAG agenda items. Set up and attended meeting with new Chair of group to discuss issues and relationship of AGs to the project management groups

Agreed KL&WNAG agenda

Circulated volunteer wardening proposal to site managers for initial feedback and comments, including the way forward and taking feedback

Further follow up with various parties regarding Incidents and Incident Records, plus meeting with UEA representative to discuss way forward for their involvement with analysis and interpretation and timescales for same

Liaised with NE re Conservation Objectives Review Workshop, circulated reminder to invitees and agenda. Held meeting led by NE

Met and briefed new Chair of North Norfolk Coast Advisory Group on relationship and interaction between AGs, FMB, FMG and CMG

Represented project at Wash SMP Client Steering Group and Elected Members Forum

Agreed Boston Advisory Group agenda and followed up with Kitters' contact information

Liaison with Defence Estates re Apache Helicopter trials for the Wash Ranges and need to consult and consent

Represented project at North Norfolk Kitters' working group

Met with NCC officer representative and two members for discussion about issues, work and focus of project

Completed previous meeting notes, prepared and circulated agenda and supporting papers for CMG. Held CMG

Completed and sent consultation response on North Norfolk Coast Flood Management Plan

Completed and sent questionnaire on East Anglian River Basin Plan

Attended planning meeting with ESFJC and project officer for Vancouver Week

Put together papers for Conservation Objectives workshop, in liaison with NE and circulated to attendees with agenda.

Represented project at workshop

Called in to Pensthorpe Bird Centre to ask about taking and distributing leaflets this season

Started updating Action Plan Progress Returns and inputting to Action Plan

Discussion on and costing up one version of a Ranger Proposal for the Marine Site

Developed an approach to the Groundwork Trust on behalf of project, for them and NCC representative to consider if common ground exists that might form a basis for additional financial support

Reviewed layout and drafted Annual Report and Work Programme 2007, including further major updates of Action Plan

Follow up call on Nightshift Graphics representative re: specification for publication of revised Annexes and Action Plan

Various updates with Line Manager

Attended and/or set up and attended further substantive meetings as above to progress objectives, taking advantage of passing calls where possible

Pursued further personal contact with a variety of frontline partners/stakeholders

Handled a variety of routine business, correspondence, admin, etc. including opportunistic publicity leaflet circulation

Training:-

None

P D RUSHMER

EASTERN SEA FISHERIES JOINT COMMITTEE

To: M R Mander

From: Peter Rushmer

Date: 5th March 2007

Ref: PDR/4/12

THE WASH AND NORTH NORFOLK COAST EMS MANAGEMENT SCHEME PROJECT MANAGER'S MONTHLY REPORT – February 2007

16 available days from 1st to 28th inclusive (on 4 day week basis), working from office 9 days, working from home 5 days (target 6), 2 days annual leave.

Meetings Attended:-

Advertising representative for Boston Borough Council's Environmental Guide, ESFJC
King's Lynn and West Norfolk Advisory Group, King's Lynn
North Norfolk Coast Advisory Group, Wells
Boston Advisory Group, Boston
ESFJC's representative, ESFJC's offices, King's Lynn
Representatives of Green Quay, re display material and presentataion, King's Lynn
Paragliders' and NE representatives at Brancaster Staithe
Area Sites' Manager RSPB, ESFJC's offices, King's Lynn
Centrica's public display at Corn Exchange, King's Lynn
ELDC's LSP Community Strategy Assembly, Woodhall Spa
Marine Protected Areas Workshop, York
Updates with Line Manager

Total Travelling:-

6 days

General matters:-

Prepared January monthly report for ESFJC

Prepared for and attended King's Lynn and West Norfolk Advisory Group.

Prepared for and attended North Norfolk Coast Advisory Group

Subsequently updated notes and provided follow-up details for both the above, and liaison with KLAG member re bait digging contacts

Prepared for and attended Boston Advisory Group and provided follow up detail

Copied BBC correspondence to Head of Natural History Unit, BBC Bristol

Liaised with paragliding and NE representatives following new incidents.
Attended meeting with same

Reviewed Environmental Statement for Centrica Round 2 Windfarms Landfall proposal

Considered alternative funding source potential (Groundwork) with NCC representative

Updated Communication Strategy and success criteria analysis for 2006 and Annual Report

Updating meeting with RSPB Area Sites' Manager

Completed main bulk of meeting notes for FMG held October 2006

Worked up large proportion of AFMB meeting notes for December 2006

Circulated site managers on way ahead options for volunteer wardening initial meeting, having taken proposal through Advisory Groups

Represented project at Centrica's Windfarm Team's Landfall Proposals public display held in King's Lynn

Represented project at ELDC's LSP Community Strategy Assembly, Woodhall Spa

Prepared for and represented project at Marine Protected Area Centre's inaugural workshop in York, giving presentation on issues to scope into its remit for the benefit of site management

Completed and sent Marine Protected Areas questionnaire

Finalised programme with project officer for Vancouver Week

Provided details of project and discussed with representative of Focus Learning, who are producing an Education CD Rom for WESG

Discussed Action Plan Return from ESFJC with representative and updated reporting sheet accordingly.

Further updates to Action Plan (AP) and chased parts of returns still outstanding from others.

Input data on receipt, considered alternative methods of presenting AP stats, calculated percentage success criteria analysis and tabled, updated Action Plan to final version 16 for putting on website with Annual Report.

Final updates, formatting, etc to Annual Report

Drafted letter of thanks for Chair to send to stepping down Chair of North Norfolk Coast Advisory Group

Various updates with Line Manager

Attended and/or set up and attended further substantive meetings as above to progress objectives, taking advantage of passing calls where possible

Pursued further personal contact with a variety of frontline partners/stakeholders

Handled a variety of routine business, correspondence, admin, etc. including opportunistic publicity leaflet circulation

Training:-

None

P D RUSHMER

EASTERN SEA FISHERIES JOINT COMMITTEE

To: M R Mander

From: Peter Rushmer

Date: 16th April 2007

Ref: PDR/4/12

THE WASH AND NORTH NORFOLK COAST EMS MANAGEMENT SCHEME PROJECT MANAGER'S MONTHLY REPORT – March 2007

17 available days from 1st to 31st inclusive (on 4 day week basis), working from office 8 days, working from home 9 days (target 8).

Meetings Attended:-

Apache Helicopter (AH) Eastern Regional Forum, Defence Estates, Waterbeach
Defence Estates representative, Waterbeach
Pensthorpe Centre, near Fakenham
RSPB representative, Snettisham office and reserve
Norfolk Coast Partnership (AONB) Community Involvement meeting, Fakenham
National Trust and BHBA representatives, Priory Farm, Blakeney
Former Chair of North Norfolk Coast Advisory Group, Wiveton
Radio North Norfolk studios
Positive Computing, ESFJC's offices, King's Lynn
SMP2d Client Steering Group, EA, Marriot Hotel, Peterborough
Norfolk County Council Member, Syderstone
Norfolk Community Council representative, ESFJC's offices, King's Lynn
North Norfolk Coast Site Managers, Holkham NNR offices
Senior Air Traffic Controller (SATCO), RAF Wattisham
Updates with Line Manager

Total Travelling:-

7 days

General matters:-

Prepared February monthly report for ESFJC

Reviewed Jetski issue re Blakeney following communication from Blakeney Harbour Boatmen's representative, discussed with NT, set up and held meeting to review situation and agree way forward

Debrief with retired Chair of North Norfolk Coast Advisory Group

Completed and sent two planning consultation responses requested by SHDC re Round 2 Windfarms Cable Landfall

Further liaison with UEA representative re potential assistance with 2006 Incident Recording Results.

Distilled Gibraltar Point incident results into same format as others.

Interpreted, analysed and summarised all results personally, producing spreadsheets for use at Site Managers' meetings

Canvassed suitable dates and set up separate meetings and agendas for North Norfolk Coast Site Managers and Lincolnshire Coast Site Managers to discuss Volunteer Wardening Proposals, next steps and Incident Recording Results.

Held pre meeting with RSPB representative to consider issues.

Held North Norfolk managers' meeting and concluded initial follow up action

Separate meeting with Community Council representative on same subject

Represented project at Apache Helicopter (AH) Eastern Regional Forum held at Stirling House Waterbeach.

Forum followed by informal meeting at same location with Defence Estates' representative re AH use of Holbeach Range and a written response to correspondence from Natural England (NE).

Subsequent digital response to DE, copied to NE and discussions with NE representative confirming line

Quid pro quo 4th report (now referred to as Information Leaflet) drop at the Pensthorpe Centre

Agreed and confirmed Wash Week joint presentation from ESFJC and myself with Green Quay Manager and WESG Project Officer

Follow up on new flying incidents with NE, agreeing and carrying out appropriate action – military and paramotoring.

Numerous letters sent out following analysis of last year's incident results for flying incidents where not followed up at the time. Phoned a couple prior to doing so, but insufficient time available to allow doing all the same

Strategy developed and letters, emails sent to cross section of previous and new flying incident contacts advising of critical nature of time of year (i.e. new nesting season) and requesting assistance to spread the word encouraging appropriate good practice

Represented project at NCP Community Involvement meeting

Followed up contact by Radio North Norfolk recording a piece to broadcast on the positive outcomes of living with marine SACs, also promoting Good Practice Guide and need for good practice, Incident Recording and project Information Leaflet

Updated website with positive Computing adding Annual Report and updated Action Plan and other refinements

Represented project at EA's SMP 2d Client Steering Group meeting and workshop

Briefed Norfolk County Council member on legislative background to EMS Scheme in relation to the Round 2 Windfarm Cable Laying proposal

Booked place at Coastal Partnerships Forum for next month

Represented project at informal meeting with SATCO team at RAF Wattisham (members of North Norfolk Coast Military Low Flying Group). Discussed all issues associated with low flying and the EMS and AH and the Eastern Regional Forum, agreeing to keep in close contact and taking advice on likely origins of incidents and best action to pursue for the future

Finalised and reviewed FMG meeting notes for October 2006

Finalised and reviewed AFMB meeting notes for December 2006

Drafted and finalised CMG meeting notes for January 2007

Various updates with Line Manager

Attended and/or set up and attended further substantive meetings as above to progress objectives, taking advantage of passing calls where possible

Pursued further personal contact with a variety of frontline partners/stakeholders

Handled a variety of routine business, correspondence, admin, etc. including opportunistic publicity leaflet circulation

Training:- None

P D RUSHMER

EASTERN SEA FISHERIES JOINT COMMITTEE

To: M R Mander

From: Peter Rushmer

Date: 8th May 2007

Ref: PDR/4/12

**THE WASH AND NORTH NORFOLK COAST EMS MANAGEMENT SCHEME
PROJECT MANAGER'S MONTHLY REPORT – April 2007**

15 available days (16 worked) from 1st to 30th inclusive (on 4 day week basis), working from office 12 days, working from home 4days (target 7).

Meetings Attended:-

Staff meeting, ESFJC offices

Wash Site Manager's meeting, Roads Farmhouse, Frampton

EA's Wetland Habitat Conversion site, Frampton

Freiston Shore call-in

Water Level Management Alliance representative King's Lynn

Nightshift Graphics, Terrington Hay Green

Word Document expert, King's Lynn

Volunteer Incident Recorder, ESFJC's offices

RAF Holbeach Conservation Group, Holbeach

South Holland District Council representative, Spalding

Full Management Group, Water Level Management Alliance, King's Lynn

Coastnet Conference, Cirencester

North Norfolk Coast Advisory Group, Wells

Boston Advisory Group, Boston

Call-ins en route to deliver leaflet boxes to RAF Holbeach and leaflets to Holbeach Wildfowlers

King's Lynn & West Norfolk Advisory Group

EA's Water Related Sports Strategy Workshop, North Walsham

Updates with Line Manager

Total Travelling:-

11 days

General matters:-

Prepared March monthly report for ESFJC

Attended ESFJC staff meeting

Held meeting with local Wash (Lincs and West Norfolk) site managers to consider Volunteer Wardening proposal and agree way forward.

Also reviewed latest draft for 2006 Incident Recording Results.

Visited Frampton Habitat Conversion site belonging to the EA and Freiston Shore

Various follow-up constructive phone conversations with various of Flying Incident respondees, all volunteering ideas on how to move the awareness raising exercise forward. One other less so and not apparently flying when recorded, to whom letter of apology sent plus a request to spread the word

Completed application to EA's Water Related Sports Strategy workshops and poster style submission of issues for consideration at the time

Updated and returned notes of last Boston Advisory Group meeting to secretary

Flying awareness "help" letters (circulated to others last month) sent to Microlight and Paramotoring main contacts with request for assistance by dissemination to contacts including BMAA and BHPA. Detailed follow-up to response from the former, agreeing to work up a joint article for Microlight Flying magazine with contact and Natural England

Finalised design of Annexes publication with Nightshift Graphics subject to quotation based on actual pages numbers, to be confirmed through Word Document expert who is formatting text, tables, etc

Finalised text, latest inclusions and layout with the latter for completion and referral to Nightshift, sending agreed additional information having obtained form third parties

Submitted agenda items for three Advisory Group meetings.

Made arrangements for secretarial cover for North Norfolk Coast meeting.

Contacting, sorting and providing new member details for Boston Advisory Group secretary

Represented project at RAF Holbeach Conservation Group and raised AH issues and concerns there

Met with SHDC representative to investigate inability to access project website. Diagnosed internal IT support issue and arranged hard copy of relevant papers to enable input to return requested as member of Core Group. Similar with WLMA representative

Reviewed Conservation Objectives progress etc with NE representative and circulated timetable proposed for completion of exercise to Full Management Board and advisories and circulated notes of Jan 23rd Workshop to workshop participants.

Reviewed position and stance on Apache Helicopter (AH) and the Wash Ranges with Wash NE representative, researched Stanta contact and agreed NE input for FMG

Reviewed returns on Way Forward suggestions for FMG and discussed with NE.

Worked up agenda for Full Management Group meeting and circulating, having contacted contributors from NE Maritime and Groundwork UK and reviewed Scorecard exercise and context re OSPAR

Prepared for, set up and held Full Management Group meeting

Represented project at Coastnet Coastal Partnerships Forum conference at Cirencester

Reviewed agenda items, prepared for and attended North Norfolk Coast, King's Lynn and West Norfolk Coast and Boston Advisory Group meetings. Temporary secretarial cover provided by ESFJC for North Norfolk meeting

Consulted on Draft Air Information Circular proposed for publication by CAA concerning wild bird avoidance. Returned a handful of suggestions to improve and agreed to run the subsequent draft past N North Norfolk advisor

Further worrying military low flying activity over North Norfolk reported. Reviewed background and provided contacts for NE's North Norfolk advisor to make direct follow up as advised through Military Low Flying Working Group and encouraged to refer to NE Grantham for wrapping into follow-up on Apache Helicopter

Followed up flying incident reported by RSPB Freiston

V2 updates to 2006 Incident Recording Results and summary

Represented project at EA's Water Related Sports Strategy workshop, having worked up and made pre-submission in prescribed format concerning relevant issues

Various updates with Line Manager

Attended and/or set up and attended further substantive meetings as above to progress objectives, taking advantage of passing calls where possible

Pursued further personal contact with a variety of frontline partners/stakeholders

Handled a variety of routine business, correspondence, admin, etc. including opportunistic publicity leaflet circulation

Training:- None

P D RUSHMER

EASTERN SEA FISHERIES JOINT COMMITTEE

To: M R Mander

From: Peter Rushmer

Date: 12th June 2007

Ref: PDR/4/12

**THE WASH AND NORTH NORFOLK COAST EMS MANAGEMENT SCHEME
PROJECT MANAGER'S MONTHLY REPORT – May 2007**

16 available days from 1st to 31st inclusive (on 4 day week basis), working from office 8 days, working from home 7days (target 7), TOIL 1 day.

Meetings Attended:-

NE's North Norfolk representative, Brancaster Staithe, x 2
Call-in on owner of Fosdyke Marina
Phd Student, ESFJC's offices, King's Lynn
Wash Estuary Strategy Project Officer, South Holland IDB
SAFMAMS North Sea Sustainable Fisheries Workshop, ESFJC's Offices, King's Lynn
In passing, with December '06 EMS Quiz winner, ESFJC's offices, King's Lynn
Wash NNR AGM, South Holland IDB
Graphic Artist, Gibraltar Point
Lincs Wildlife Trust representative, Gibraltar Point
EA's local manager for River Welland, Fosdyke
In passing, to Nightshift Graphics, Terrington Hay Green
In passing, to KLC AG Chair and Secretary
Core Management Group, Roads Farmhouse, Frampton
AONB Communication Initiatives Launch, Titchwell
Norfolk BAP Sub Group, AONB offices, Fakenham
Update with Line Manager

Total Travelling:-

9 days

General matters:-

Prepared April monthly report for ESFJC

Further contact with microlight contact, MF magazine editor and local managers about article for MF magazine, sourcing photographs and drafting article, consulting on draft with NE representative and updating, then submitting to MF editor and copyees

Update meetings with NE North Norfolk on flying issues, CAA proposals and appropriate follow up action

Reviewed consultation draft of CAA Air Information Circular with same, making minor amendments and submitting response to CAA

Significant amount of work following up various civilian flying incident reports and issues, identifying owners, making contact and corresponding with flyers and subsequent follow-up correspondence (digital and hardcopy) plus telephone conversations with some.
Updating hardcopy filing

Similar with MoD Military Low Flying Working Group contacts, following up previous incidents and advising direct action approach from site North Norfolk

Finalised redraft of CAA's navigation charts proposal (Initial Trawl) letter and returned redrafted version with comments. Follow-up 'e' correspondence putting further context supporting our suggestions

Reviewed summary of flying incidents for last year, updated for military activity and forwarded to NE representative

Review of recent activity with paramotoring contact

Follow-up research with various parties and visit to Fosdyke Marina to discuss issues and take advice after reported jet-ski incidents affecting Freiston area and emanating from the River Welland. Advising on findings and recommending appropriate action, including a subsequent meeting with local EA waterway manager and agreeing mutual action to raise awareness and encourage best practice

Reviewed and amended KL&WN AG meeting notes and returned to secretary.
Delivered Centrica DVDs to chair and secretary of KL&WN Advisory Group (AG) and posted one other

Delivered hardcopy of project cartoons to Nightshift Graphics in passing

Finalised 2006 Incident Recording Process (IRP) summary, put together with spreadsheets and circulated with 2007 proformas to (digital) fulltime and part time recorders, including new participants with instructions

Catch-up review with Wash Estuary Strategy project officer, plus representing EMS project in judging Wash Week calendar photograph competition

Represented project at SAFMAMS North Sea Sustainable Fisheries workshop

Represented project being interviewed by UCL Phd student researching marine SAC management and providing follow-up information

Represented project at Wash NNR AGM

Reviewed update of Good Practice Guide with Graphic Designer and amendments for a v2 digital version only, plus reprinting of copies of v1 for summer 2007. Follow-up with detail required

Revised Wardening Proposal in light of Wardens' meetings and sent to Groundwork as proposal for joint HLF bid

Reviewed NE's draft of Conservation Objectives Review and Condition assessment timetable and agreed. Part circulation of same with Intertidal Flats workshop notes

Revised project evolution (post 01.04.08) proposals and costed out for Core Management Group

Prepared agenda and supporting papers for CMG meeting and held same

Represented project at AONB Communication Initiatives Launch and part site visit

Represented project at Norfolk BAP Sub-group meeting

Chasing returns from FMB

Finalised amendments to our draft of last North Norfolk Coast AG meeting notes

Considered next steps for Waterbird Study Group and role in Conservation Objectives Review with Chair agreeing action

Updates with Line Manager

Attended and/or set up and attended further substantive meetings as above to progress objectives, taking advantage of passing calls where possible

Pursued further personal contact with a variety of frontline partners/stakeholders

Handled a variety of routine business, correspondence, admin, etc. including opportunistic publicity leaflet circulation

Training:- None

P. D Rushmer

EASTERN SEA FISHERIES JOINT COMMITTEE

To: M R Mander

From: Peter Rushmer

Date: 5th July 2007

Ref: PDR/4/12

**THE WASH AND NORTH NORFOLK COAST EMS MANAGEMENT SCHEME
PROJECT MANAGER'S MONTHLY REPORT – June 2007**

17 available days from 1st to 30th inclusive (on 4 day week basis), working from office 9.5 days, working from home 6 days (target 7), 2 days annual leave.

Meetings Attended:-

EA and Essex/Suffolk Water:

Denver Licence Variation and Abberton Scheme, Knights Hill, King's Lynn.

Fermoy Centre, The Arts Centre, King's Lynn

Green Quay, King's Lynn

ESFJC Staff Meeting, ESFJC, King's Lynn

4.5 days of Vancouver Week events, Green Quay, King's Lynn

EA, Wash SMP EMF, South Holland IDB, Holbeach

Newly elected Member, South Holland IDB, Holbeach

Lincolnshire and ELDC Visitor Masterplan Workshop, Mablethorpe

Graphic Designer, Gibraltar Point

Updates with Line Manager

Total Travelling:-

7.5 days

General matters:-

Prepared May monthly report for ESFJC

Represented project at EA and Essex/Suffolk Water's meeting concerning monitoring results from the Denver Licence Variation and their follow up meeting on the proposed Abberton Recharge scheme

Follow up with NE on CAA response to our proposals and on military flying issues (old and new incidents and Apache Attack Helicopter).

Follow up with CAA

Research and follow up on two fresh civilian flying incident

Liaison and agreement on next steps for Waterbird Study Group relevant to Conservation Objectives Timetable and their consideration of the emerging drafts, in respect of which they will have valuable input to make

Set up 2nd workshop for Intertidal Flats Conservation Objective in liaison with NE

Liaison with Country Kitchen programme producer about sensitivities and correct focus for celebrating local produce and the importance of the sustainability message. Referred to good work in the fishery and passed him on to ESFJC

Follow up liaison with and visit to Graphic Designer about review of Good Practice Guide (GPG) and also to collect delivered order of 3000 version1 GPGs for current season

Updated NCC's Project Record, returned and received confirmation of funding '07-'08

Circulated NE's rejection letter etc re Centrica's Wash cable laying proposal to advisory groups and FMB

Completed consultation on Lincs Tourism's Visitor Destination Masterplan for Lincs Coast.

Represented project at subsequent Visitor Destination Masterplan workshop

Dictated last CMG and FMG meeting notes for typing up

Considered and worked up draft MOA, Project Costs and Job Descriptions for project post 31st March 2008, in line with discussion and agreement at last CMG

Discussed requirements for Vancouver Week with Fermoy Centre and with Green Quay representatives.

Research and preparations for displays and presentations for Vancouver Week, updating presentation and presentation plan

Representing project at the Green Quay for Vancouver Week, manning displays and giving talks and a presentation

Prepared agenda for FMB and associated papers and circulated same

Represented project at Wash SMP Elected Members Forum

Provided liaison hub for site wardens' digital conference on dog management issues

Introduced myself and the project to new elected member for Boston BC

Reviewed and proofed layout of latest draft format of EMS Annexes. Followed up some omissions for subsequent inclusion and arranged meeting with formatter

Response to Groundwork Trust regarding working in partnership with Blue Green to deliver Volunteer Wardening Scheme

Updates with Line Manager

Attended and/or set up and attended further substantive meetings as above to progress objectives, taking advantage of passing calls where possible

Pursued further personal contact with a variety of frontline partners/stakeholders

Handled a variety of routine business, correspondence, admin, etc. including opportunistic publicity leaflet circulation

Training:- None

P. D Rushmer

EASTERN SEA FISHERIES JOINT COMMITTEE

To: M R Mander

From: Peter Rushmer

Date: 7th August 2007

Ref: PDR/4/12

THE WASH AND NORTH NORFOLK COAST EMS MANAGEMENT SCHEME PROJECT MANAGER'S MONTHLY REPORT – July 2007

18 available days from 1st to 31st inclusive (on 4 day week basis), working from office 7 days, working from home 7 days (target 7), 3 days annual leave, 1 days TOIL.

Meetings Attended:-

Call in at Green Quay

NE Nth Norfolk representative, Brancaster Staithe

Call in at Stiffkey

Full Management Board, Water Level Management Alliance, King's Lynn

NNC and NCP representatives, Water Level Management Alliance, King's Lynn

Microsoft Word expert, King's Lynn

Marine Event, Gibraltar Point

Wash SMP Client Steering Group, EA, Peterborough

ELDC LSP Assembly, Louth

Call in Nightshift Graphics, Tilney Hay Green

Suffolk Coast and Heaths EMS project officer, Melton, Suffolk

Mike Page (Aviator), Strumpshaw

Updates with Line Manager

Total Travelling:-

6 days

General matters:-

Prepared June monthly report for ESFJC

Feedback taken at Green Quay and from Deputy Clerk ESFJC following representing project during Vancouver Week

Set up and attended further meeting with Word expert to consider formatting difficulties and proof amendments to Annexes. Update with cover designer/printer

Liaison and 'e' correspondence with new member support personnel for SHDC, BBC and ELDC

Reviewed EMS project management process in brief for guidance and sending to Suffolk Coast project officer

Reviewed FMB agenda items with various contributors as necessary

Liaison with microlight flying representative following article in MF magazine on site disturbance issues and good practice

Catch-up meeting with NE representative for North Norfolk:

Reviewed current position and agreed next steps with NE representative re second incident creating microlight flyer and for meeting with another first incident flyer.

Updated and agreed next steps on other issues, including dialogue with CAA on chart annotation.

Clarified site boundaries on SAC/SSSI/RAMSAR North Norfolk maps

Experienced military flying incidents while at meeting and agreeing he will follow up

Follow up action from the above including 'e' correspondence with second incident microlight flyer and with National Trust, confirming EN rep's view of qualification for enforcement, but dependant on them taking forward to the Wildlife Crime Officer.

Also with CAA to advance chart annotation discussions

Input to EA's Watersports Strategy Workshop notes, amplifying their consultants' draft and ensuring our input properly represented

Second helicopter incident reported from North Norfolk, follow up action agreed including contacting company involved and referral to Wildlife Crime Officer on behalf of NE site manager

Prepared for and held Full Management Board meeting.

Subsequently circulated Boal Quay update as agreed

Meeting with NCC and NCP representatives to discuss option for pursuing Volunteer Wardening Process, agreeing same and subsequently putting case together for approach to Crown Estates and making same, plus subsequent positive 'e' correspondence with the latter

Raison d'être for project put together and sent for EA representative's internal negotiations for the project

Represented project at one day of Gibraltar Point (Institute of Biology E Mids) Marine Weekend, leaving poster displays up and leaflets

Completed and circulated last Waterbird Study Group meeting notes, with Conservation Objectives timetable.

Canvassed dates and set up next WSG meeting

Represented project at EA Wash SMP Client Steering Group

Represented project at ELDC LSP Assembly

Promoted ESFJC's talk on sustainable fisheries to be held in Wash Week and liaised with Green Quay on arrangements and attendance as necessary

Liaison with Boston Advisory Group secretary and Skegness kilters re proposed demonstration

Article put together on project for Institute of Biology (E Mids) to go on DVD of Marine Day at Gibraltar Point

Members' farewell letters drafted for Line Manager to send

Represented project on mutual "sharing of experience" day with Suffolk Coast EMS officer

Meeting to discuss issues with and take advice from experienced but incident creating ('06) flyer. Constructive and understanding meeting

Drafted and sent Jet Ski codes of conduct/advice to EA representative for use on signs at Fosdyke

Initial arrangements to share Graphical magazine journalist later in August discussed with NCP (AONB) team for mutual site publicity

Various updates with NE representative on progress with draft conservation objectives, making contingency arrangements as their time-scale slipped

Updates with Line Manager

Attended and/or set up and attended further substantive meetings as above to progress objectives, taking advantage of passing calls where possible

Pursued further personal contact with a variety of frontline partners/stakeholders

Handled a variety of routine business, correspondence, admin, etc. including opportunistic publicity leaflet circulation

Training:- None

P. D Rushmer

EASTERN SEA FISHERIES JOINT COMMITTEE

To: M R Mander

From: Peter Rushmer

Date: 7th September 2007

Ref: PDR/4/12

THE WASH AND NORTH NORFOLK COAST EMS MANAGEMENT SCHEME PROJECT MANAGER'S MONTHLY REPORT – August 2007

17 available days from 1st to 31st inclusive (on 4 day week basis), working from office 5 days, working from home 2 days (target 3), 9 days annual leave, 1 days TOIL.

Meetings Attended:-

Lincolnshire leaflet deliveries to various outlets
Call-in on RSPB representative, Frampton
Norfolk leaflet deliveries to various outlets
Wash Week ESFJC presentation, Green Quay
Geographic magazine journalist and AONB representative, West and North Norfolk tour
Waterbird Study Group, ESFJC, King's Lynn
ELDC Community Partnerships' representatives, Manby
Kriters' representative, Skegness

Updates with Line Manager

Total Travelling:-

5 days

General matters:-

Prepared July monthly report for ESFJC

Prepared for, represented project at and hosted ESFJC's presentation "Cockles, mussels and birds – sustainable fisheries in a wildlife site" at Green Quay in Wash Week

Hardcopy circulated to remaining Incident Recorders

Information Leaflet and GPG deliveries to remaining Lincolnshire outlets.
Ditto to Norfolk outlets

Finalised response on CAA chart notation proposals with NE and submitted to contact
plus follow-up clarification

Advisory Group agendas and Waterbird Study Group agenda agreed and arrangements generally
with NE and others relating to circulating draft conservation objectives proposals for consultation
and associated meetings

Follow-up on other flying incidents and referral

Updating on new Members for FMB

2nd cut of draft FMG notes from April completed

Finalised arrangements for visit and tour by journalist from Geographical magazine and meeting
with AONB project officer. Completing same

Represented project at Waterbird Study Group

Met with ELDC's community partnerships' representative and completed external partnerships
questionnaire. Subsequently updated same and finalised document

Liaison with flying contacts and NE representative about local windfarm proposals

Visit to Boston Advisory Group member and Kiter's contact at Coojees, Skegness

Updated jet ski issues to file and UCL student

Updates with Line Manager

Attended and/or set up and attended further substantive meetings as above to progress objectives,
taking advantage of passing calls where possible

Pursued further personal contact with a variety of frontline partners/stakeholders

Handled a variety of routine business, correspondence, admin, etc. including opportunistic
publicity leaflet circulation

Training:- None

P. D Rushmer

EASTERN SEA FISHERIES JOINT COMMITTEE

To: M R Mander

From: Peter Rushmer

Date: 9th & 18th October 2007

Ref: PDR/4/12

THE WASH AND NORTH NORFOLK COAST EMS MANAGEMENT SCHEME PROJECT MANAGER'S MONTHLY REPORT – September 2007

16 available days from 1st to 30th inclusive (on 4 day week basis), working from office 7 days, working from home 7 days (target 7), 1 day's annual leave, 1 day's TOIL.

Meetings Attended:-

Boston Advisory Group, Boston Borough Council, Lincolnshire
King's Lynn Advisory Group, King's Lynn Conservancy Board
North Norfolk Coast Advisory Group, Wells
Attack Helicopter Eastern Region Forum, Defence Estates, Waterbeach
East Lindsey LSP Assembly, Butlins, Skegness
Call in to Gibraltar Point Visitor Centre and Sykes Farm
Nightshift Graphics, Tilney Hay Green

Updates with Line Manager

Total Travelling:-

5 days

General matters:-

Prepared August monthly report for ESFJC

Prepared "A day in the life" article for WESG newsletter

Attended Boston, King's Lynn and North Norfolk Coast Advisory Group meetings

Researched and made contact with new MCA contact for Boston Area

Reviewed and proof reading part of Annexes document, updated with compiler

Responded to Lincolnshire Tourism Masterplan consultation's latest output

Drafted abstract of presentation for delegate notes and sent to MPA conference organiser

Contacted JNCC and reviewed draft consultation document on Article 17 Condition Report to EU Commission, drafted summary of findings and resultant concerns and forwarded to NE for comment

Finalised FMG notes for last April

Represented project at Attack Helicopter Eastern Region Forum, plus follow up

Liaised with Defence Estates on EMS wording and imagery for interpretation Boards at Holbeach

Liaised and shared experience with Suffolk Coast EMS officer on modus operandi our group

Further liaison with NE and CAA following queries on Air Navigation Chart consultation

Prepared case studies presentation for Scarborough MPA conference.
Arranged accommodation for same

Updated site map with 2006 season incident records (IRP, adding summary results for managed and unmanaged sites for comparison purposes (hardcopy and digital)

Updated and returned King's Lynn Advisory Group meeting notes.
Ditto for North Norfolk Coast Advisory Group

Revised Article 17 summary sent to NE, included challenges to findings and sent on deadline (receipt acknd)

Further liaison with EA representative for the Welland on EMS artwork for jet ski sign and sent on disk to their printers.

Updated on Nth Norfolk jet ski issues with NNDC

Prepared and circulated agenda and supporting papers for October FMG, plus email to CMG

Updates with Line Manager

Attended and/or set up and attended further substantive meetings as above to progress objectives, taking advantage of passing calls where possible

Pursued further personal contact with a variety of frontline partners/stakeholders

Handled a variety of routine business, correspondence, admin, etc. including opportunistic publicity leaflet circulation

Training:- None

P. D Rushmer

EASTERN SEA FISHERIES JOINT COMMITTEE

To: M R Mander

From: Peter Rushmer

Date: 5th November 2007

Ref: PDR/4/12

THE WASH AND NORTH NORFOLK COAST EMS MANAGEMENT SCHEME PROJECT MANAGER'S MONTHLY REPORT – October 2007

19 available days from 1st to 31st inclusive (on 4 day week basis), working from office 12 days, working from home 5.5 days (target 9), 1 day's annual leave and 0.5 day sick.

Meetings Attended:-

MPA Conference, Scarborough
Staff meeting, ESFJC's offices
Norfolk BAP Topic Group, Norfolk Coast Partnership's offices, Fakenham
WESG Members meeting, South Holland District Council, Holbeach
Southview Park Conference Centre, Skegness
Crown Estates, Wash NNR/NE & Green Quay representatives at Green Quay, King's Lynn
2 x Norfolk Coast Partnership Workshops, NCP offices, Fakenham
EMS Full Management Group, Water-Level Management Alliance, King's Lynn
Nightshift Graphics, Tilney Hay Green
Call-ins Holkham and Brancsater Staithe
EA SMP 2d Client Steering Group, Kingfisher House, Peterborough

Updates with Line Manager

Total Travelling:-

10 days

General matters:-

Prepared September monthly report for ESFJC

Represented project at Marine Protected Areas Conference at Scarborough, presenting at same in case studies slot and in “market place” session

Attended ESFJC staff meeting

Represented project at Norfolk BAP Topic Group

Collected displays from Green Quay, delivered and set up at Southview Park Conference Centre, Skegness, for Lincolnshire Biodiversity Plan conference which was unable to attend

Drafted and sent “project benefit analysis” for Boston Borough Council member and supporting information for officer

Represented project at WESG Members meeting at SHDC

Represented project at meeting between Crown Estates (CE), Wash NNR/NE & Green Quay (GQ) representatives at Green Quay to consider feasibility of a joint funding bid with GQ and Wash NNR to CE for interpretation facilities, education officer and Wash coast volunteer wardening process.

Finalised bid text with Wash NNR/NE, GQ, AONB and WESG and provided letter of support all for GQ to submit

Represented project at two separate workshops at NCP offices relating to AONB Management Plan review; subjects – recreation and shoreline defence, impact and management

Prepared for and held Full Management Group meeting

Reviewed and proof read first hardcopy print draft of Annexes document, updated with compiler and took away pdf of subsequent draft to proof read

Drafted tri project review Terms of Reference (TOR) proposed at FMG, referred to Chair/line manager and project officers and circulated to EMS management group for comments, plus follow up conversations.

Fully summarised responses in table and referred to Chair/line manager with suggestions on way forward then discussed having copied to project officers. Revised and sent to Chair.

Priced and ordered more copies of the Good Practice Guide v1, following unexpected demand

Submitted input to Boston Advisory Group agenda

Drafted officer farewell letters for Chair to send

Drafted and sent letter to NNDC requesting substitute on management group for left officer representative.

Updating emails to NNDC Member representatives

Rough drafting part of FMB notes from July

Researched, drafted request and put together supporting documents for annual Action Plan review. Circulated same to relevant officers for returns by end November

Represented project at EA's Wash SMP 2d Client Steering Group

Various updates with Line Manager

Attended and/or set up and attended further substantive meetings as above to progress objectives, taking advantage of passing calls where possible

Pursued further personal contact with a variety of frontline partners/stakeholders

Handled a variety of routine business, correspondence, admin, etc. including opportunistic publicity leaflet circulation

Training:- None

P. D Rushmer

EASTERN SEA FISHERIES JOINT COMMITTEE

To: M R Mander

From: Peter Rushmer

Date: 3rd December 2007

Ref: PDR/4/12

THE WASH AND NORTH NORFOLK COAST EMS MANAGEMENT SCHEME PROJECT MANAGER'S MONTHLY REPORT – November 2007

17 available days from 1st to 30th inclusive (on 4 day week basis), working from office 8 days, working from home 9 days (target 9).

Meetings Attended:-

Boston Advisory Group, Boston Borough Council
NCP project officer and ESFJC representatives, ESFJC, King's Lynn
Call in on NCP SDF officer, NCP offices, Fakenham
Defra's Water Related Sports Strategy consultants, NCC and NCP reps at NCC, Martineau Lane, Norwich
WESG Project Officer, SHIDB
Call in/delivery to Springfields Conference Centre, Spalding
WESG Wash Wide Conference, Springfields Centre, Spalding
Graphic Designer and Gib Point Manager, Gibraltar Point
NE Site Office, Wolferton
Norfolk Coast Partnership Friends of AONB meeting, NCP offices, Fakenham
SHDC Environment Day, Long Sutton

Updates with Line Manager

Total Travelling:-

7 days

General matters:-

Prepared October monthly report for ESFJC

Collected batch of new Good Practice Guides from graphic designer at Gibraltar Point

Proof read series of digital re drafts of Annexes document, reverting to compiler

Collected ESFJC display from Green Quay, delivered and set up with EMS display at Springfield Conference Centre, Spalding

Drafted project review Terms of Reference (TOR) post consultation situation report for EMS Chair to circulate, confirming direction and action underway, agreeing same with WESG and AONB project officers, subsequently drafting project specification paper, covering geographical extent, statutory basis, constitution, funding, etc.

Sat in on fisheries update with ESFJC representatives and NCP project officer

Prepared for and attended Boston Advisory Group, plus follow-up research

Represented project at WEMP Wash Wide annual conference at Spalding, chairing day's events and leading a breakout group

Supported Sustainability Development Fund (SDF) application by Wells Field Studies Centre, having discussed with NCP SDF officer and reviewed details.

Also contributed details of catches provided for Wells over 1 years by ESFJC Research team

Contributed info on project initiatives to NCP press officer for their community newsletter

Worked up balance of July Full Management Board (FMB) meeting notes and finalised same

Completed 2007 review of 2007 EMS Communication Strategy

Further liaison with NNDC and introductory telecon with new officer representative, updating on current initiatives and member representation

Completed EA Wash SMP questionnaire on behalf of project

Reviewed project income, 06-07 Income and Expenditure, etc

Completed draft project update, including work programme update, for Annual Full Management Board (AFMB).

Prepared AFMB agenda and circulated with supporting details, plus a reminder about Action Plan returns

Represented project at NCC meeting with Defra's consultants working up Water Related Sports Strategy

Liaised with Holkham NNR manager, revised phone contacts and address list of Military Low Flying Working Group (including new USAFE personnel) and proposed site visit in early January to experience the migratory geese phenomenon ref to disturbance and birdstrike

Represented project at meeting of interested parties at NE's Wolferton site office to consider joined-up wardening potential

Phone call discussions with various bait digging contacts, updating on year's activity

Represented project at NCP Friends of the Norfolk Coast AONB evening meeting

Represented project at SHDC's Environment Day at Long Sutton

Various updates with Line Manager

Attended and/or set up and attended further substantive meetings as above to progress objectives, taking advantage of passing calls where possible

Pursued further personal contact with a variety of frontline partners/stakeholders

Handled a variety of routine business, correspondence, admin, etc. including opportunistic publicity leaflet circulation

Training:- None

P. D Rushmer

EASTERN SEA FISHERIES JOINT COMMITTEE

To: M R Mander

From: Peter Rushmer

Date: 10th January 2008

Ref: PDR/4/12

THE WASH AND NORTH NORFOLK COAST EMS MANAGEMENT SCHEME PROJECT MANAGER'S MONTHLY REPORT – December 2007

15 available days from 1st to 31st inclusive (on 4 day week basis), working from office 8 days, working from home 6 days (target 9), 2 days annual leave and half day's TOIL (N.B. additional day worked travelling to Sweden).

Meetings Attended:-

Annual Full Management Board, Water-Level Management Alliance, King's Lynn
NCP and Wash Estuary Strategy Project Officers, Norfolk Coast Partnership's offices, Fakenham
SAFMAMS Sustainable Fisheries and Stakeholder Engagement Workshop, Gothenburg, Sweden
NNDC representative, NNDC offices, Cromer
ESFJC Staff Meeting, ESFJC, King's Lynn
Consultant to Sheringham Plus, ESFJC, King's Lynn
Lobster Hatchery initial soundings meeting, Odd Fellows Hall, Sheringham
Funeral of OC RAF Holbeach, Sqn Ldr J. S. Beard, Risby, Suffolk
Call in/delivery to Pinewood Holiday Park, Wells

Updates with Line Manager

Total Travelling:-

9 days

General matters:-

Prepared November monthly report for ESFJC

Reviewed and chased outstanding Action Plan returns

Met with new NNDC representative to update on project and role and outstanding NNDC Action Plan return

Reviewed detail, prepared for and held Annual Full Management Board (AFMB) meeting, putting together a draft annual report for discussion, including a work programme update

Proof read further digital and hardcopy re drafts of Annexes document, reverting to compiler

Commenced drafting content of Tri Project Review Paper, independantly and collectively with NCP and WESG Project officers, circulating progressive detail between same

Networked with Military Low Flying Group, established up-to-date and new contacts including USAF, canvassed their views on and availability for a North Norfolk Coast site visit after Christmas. Set up and confirmed same

Represented project at SAFMAMS Sustainable Fisheries and Stakeholder Engagement Workshop in Sweden

Reviewed, updated and returned Boston Advisory Group meeting notes for November

Agreed to and acted as reference for JBX who were bidding for WESG project in so far as experience of them allowed and discussed same with WESG project officer

Attended ESFJC staff meeting

Held meeting with consultant to Sheringham Plus, familiarising him with this project and how it relates to and interacts with the Norfolk Coast Partnership and Wash Estuary Project

Provided project justification/added value summary for Kings Lynn Borough officer's finance negotiations

Put together interim proposal for temporary extension of current project MOA to cover period of time that Tri Project Review reports and concludes. Circulated round FMB for confirmation, following discussion at AFMB, together with proposal to change dates for two of the three management meetings set at same.

Confirmed meeting dates in circular including Christmas and New Year good wishes

Represented project at inaugural initial soundings meeting led by Sheringham Plus concerning a the potential for a future lobster hatchery in the area

Represented project at funeral of OC RAF Holbeach, Sqn Ldr John Seymour Beard

Various updates with Line Manager

Attended and/or set up and attended further substantive meetings as above to progress objectives, taking advantage of passing calls where possible

Pursued further personal contact with a variety of frontline partners/stakeholders

Handled a variety of routine business, correspondence, admin, etc. including opportunistic publicity leaflet circulation

Training:- None

P. D Rushmer