

Title of Event:	Dee Estuary - Consultative Committee Meeting
Date of Event:	30/04/24
Venue:	Aviation Park, Flint Road, Chester, CH4 0GZ
Time of Event:	9:30 – 12:30 hrs

Purpose: First meeting of the Dee Conservancy Consultative Committee to bring together members agree a basis for a regular forum for consultation on matters relevant to the regulation of safe navigation in the Dee Estuary.

Agenda

1. Welcome & Opening Remarks

- Purpose and scope of the Consultative Committee
- Introduction of Committee members

2. Introduction of Committee role & objectives

- Discussion of overall objectives of the Committee
- Clarification of the Committee's role in decision making
- Alignment of individual member expectations with Committee objectives

3. Terms of Reference

- Election of Chair of the Committee
- Agreement on meeting frequency, duration, location, quora
- Standard agenda items
- Discussion on communication protocols and preferred channels
- Provision of secretary
- Discussions of additional comments and queries raised by members

4. HRO Workplan & Timeline

- Timeline for implementation activities
- Potential challenges and risk mitigation strategies

5. Member comments

- An opportunity for members to identify and highlight concerns and queries relating to their specific area of interest.

6. Next Steps & Action Items

- Recap of actions made during the meeting
- Assignment of specific action items to Committee members
- Confirmation of the date and agenda for the next meeting

7. Closing Remarks & adjournment (5 mins)

