

PORT OF PLYMOUTH MARINE LIAISON COMMITTEE (PPMLC) TERMS OF REFERENCE

1. Preamble

- 1.1. The evolution of water management within the frame of the Dockyard Port of Plymouth and the designation of the Tamar Estuaries as a European Marine Site under the European Habitats Directive saw a need for wider civil participation. At a statutory level this is met by the Tamar Estuaries Consultative Forum (TECF) but representation is equally needed from the broader base of estuarine users. The role of the existing Port of Plymouth Marine Liaison Committee was modified to meet that representational requirement. The aim is to optimise social, economic and environmental benefits through the promotion of sustainable use, development and management of the important common asset that is the Tamar Estuaries. The PPMLC, is an advisory body to the TECF¹ and forms an integral element in the estuarine management process.

2. THE PORT OF PLYMOUTH MARINE LIAISON COMMITTEE (PPMLC)

Primary Purpose

- 2.1. To advise TECF on factors affecting the management of the Tamar Estuaries.

Secondary Purposes

- 2.2. To exchange information, represent ideas and proposals for discussion between the constituent interest groups, thus improving co-ordination and understanding between the different port users and interest groups within the Dockyard Port of Plymouth².
- 2.3. To assist in the formulation and execution of the Tamar Estuaries Management Plan.
- 2.4. PPMLC is the nominated advisory body for stakeholders in the Cattewater as part of the Cattewater Harbour Commissioners' remit under the "Modernising Trust Ports: a guide for good governance."

Composition and Election

- 2.5. The PPMLC shall comprise of the QHM, DQHM, TECF Coastal Officer and a number of spokespersons from the following interest groups:

Education & Awareness	(2)	Crime Abatement	(1)
Fisheries	(2)	Fundus Owners / managers	(2)
Landscape Conservation	(2)	Marine Commerce	(5)
Maritime Archaeology	(1)	Moorings	(2)

¹ The Tamar Estuaries Consultative Forum presently comprises of the Queen's Harbour Master, Cornwall Council, Devon County Council, Plymouth City Council, South Hams District Council, West Devon Borough Council, Associated British Ports, Cattewater Harbour Commissioners, Sutton Harbour Company, , Marine Management Organisation, Environment Agency, Natural England, Tamar Valley AONB, Cornwall Inshore Fisheries & Conservation Authority and Devon & Severn Inshore Fisheries & Conservation Authority.

² As defined in the Dockyard Port of Plymouth Order 1999.

Nature Conservation	(3)	Navigation & Rescue	(2)
Public Health	(1)	Recreation & Tourism	(6)
Research	(2)	Town & Parish Council	(3)

- 2.6. The number of spokespersons per interest group shall be amended only by majority agreement by the PPMLC.
- 2.7. The nomination of the spokesperson(s) shall be a matter for the respective interest group and should be forwarded to the QHM at least one month prior to the meeting.
- 2.8. Organisations may request additional observers attend at QHM's discretion.

Organisational Matters

- 2.9. Minutes of the meetings of the PPMLC will be produced and distributed to the committee members. Individual members are responsible for further dissemination within the area they represent. A copy of the minutes will be posted on the TECF website.
- 2.10. The PPMLC will meet at least three times annually and normally about one month before TECF meetings. Meetings will be chaired by QHM or his representative.
- 2.11. All questions relating to proceedings, dates, times, venues, attendance, membership, servicing, records and other matters of any kind relating to the PPMLC shall be decided by the QHM after consultation with the PPMLC.
- 2.12. Any matters requested to be raised by any member of a specific interest group shall be forwarded at least three weeks in advance of the meeting for inclusion in the agenda.
- 2.13. The constitution of the PPMLC may be amended only after a majority consent has been reached.
- 2.14. Minutes will be circulated to all parish and town councils which lie adjacent to the waters of Plymouth Sound and the Tamar Estuaries.

3. Data Protection Policy

- 3.1. This policy covers the mailings we undertake in co-ordinating the Port of Plymouth Marine Liaison Committee (PPMLC), including organisation of meetings, co-ordinating responses and sharing outputs, and supporting organisations which share objectives with PPMLC. PPMLC is a not-for-profit organisation, with shared co-ordination. This data protection policy describes our approach to meet the requirements of the General Data Protection Regulation (GDPR); it includes the following elements:
- 3.2. Personal data held: For routine correspondence we use email only. The contacts list for the group is managed by Tamar Estuaries Consultative Forum and shared with the Queens Harbour Master as a password protected spreadsheet. We hold the name, email address and in some cases organisation details of our contacts. It is our policy to hold as little personal data as possible on our contacts and to make our policy and processes as transparent as possible.
- 3.3. Risk Assessment: From our understanding of the GDPR regulations the data we hold would be low risk information in relation to our contacts.
- 3.4. Unsubscribing We have no desire to send people unwanted emails. If you wish to unsubscribe from the group please contact the PPMLC Co-ordinator, Kaja Curry (kaja.curry@plymouth.gov.uk) who will remove your details.

- 3.5. Old data: members who leave PPMLC will have their data removed from the database within 12 months.
- 3.6. Subscribing: From May 2018 onward all new members / subscribers to the PPMLC will be made aware of the PPMLC data protection policy which forms part of our Terms of Reference.
- 3.7. Should you have any other questions concerning our work and data protection issues please contact the Co-ordinator and we will try our best to help you with these.

Date	Version	Author	Description
14 Feb 2019	V5 FINAL	Kaja Curry	Published on website.

Current Membership

PPMLC Membership List

February 2019

TECF	
Queen's Harbour Master	TECF / Plymouth City Council
Natural England	Environment Agency
Sector	Represented by
EDUCATION & AWARENESS (2)	
Watersports Centres	Mountbatten Centre
Visitor Centres	Wembury Marine Centre
CRIME ABATEMENT (1)	
Crime abatement	MoD Police
FISHERIES (2)	
Fishing industry	Plymouth Trawlers Association
Fishing industry	Sutton Harbour
FUNDUS OWNERS / MANAGERS (2)	
Fundus owners	Duchy of Cornwall
Fundus owners	Edgcombe Estates
LANDSCAPE CONSERVATION (2)	
Landscape conservation	Tamar Protection Society
Landscape Conservation	National Trust
MARINE COMMERCE (5)	
British Marine Federation	Local Representative
Harbour authorities	Cattewater Harbour Commissioners
Marinas	Mayflower Marina
Boat trips	Plymouth Boat trips
Wharves	Victoria Wharves / Sanders Stevens
Maritime Archaeology (1)	
Maritime Archaeology	SHiPs project
MOORINGS (2)	
Moorings	Millbrook Lake Mooring Assoc
Moorings	Plymouth City Council
NATURE CONSERVATION (3)	
Nature Conservation	Cornwall Wildlife Trust
Nature Conservation	Wembury Marine Centre/ DWT
Nature Conservation	Devon Wildlife Trust
NAVIGATION & RESCUE (2)	
Navigation & Rescue	MCA
Navigation & Rescue	RNLI
PUBLIC HEALTH (1)	

Public Health	PCC Port Health Authority
RECREATION & TOURISM (6)	
Tourism	Visit Plymouth
Paddlesports	Canoe Club
Recreational boating	RYA
Angling	Angling Club
Diving	Marine Station, University of Plymouth
Waterfront Tourism	Plymouth Waterfront Partnership
RESEARCH (2)	
Research	Plymouth University
Research	MBA
TOWN & PARISH COUNCILS (3)	
Town & Parish Councils	Maker and Rame Parish Council
Town & Parish Councils	Calstock PC
Town & Parish Councils	Bere Ferrers Parish Council
FOR DISTRIBUTION ONLY	
TOWN & PARISH COUNCILS FOR INFORMATION ONLY	
Clerk	Calstock Parish Council
Clerk	Bere Ferrers Parish Council
Clerk	Botus Flemming Parish Council
Clerk	Maker with Rame Parish Council
Clerk	Gulworthy Parish Council
Clerk	Landrake Parish Council
Clerk	Landulph Parish Council
Clerk	Millbrook Parish Council
Clerk	St John Parish Council
Clerk	Pillaton Parish Council
Clerk	Saltash Town Council
Clerk	Sheviocck Parish Council
Clerk	St Dominic Parish Council
Clerk	St Germans Parish Council
Clerk	Torpoint Town Council
Clerk	Anthony Parish Council
Clerk	Bickleigh Parish Council

End.