

# Dart Harbour and Navigation Authority

## Minutes of a Meeting of the Dart Harbour and Navigation Authority held at The Studio, Flavel Centre, Dartmouth on Monday 10<sup>th</sup> July 2017, commencing at 1600 hrs.

**PRESENT:** Mark Hubbard (MH) – Vice Chairman (in the Chair)  
 Zoe Briant-Evans (ZBE)  
 Captain Mark Cooper (MC) - Harbour Master/CEO  
 James Dodd (JD)  
 Richard Eggleton (RE)  
 Ian Gibson (IG) – Chairman  
 Owen Hill (OH)  
 Tony Tudor (TT)

**IN ATTENDANCE:** Penny Johns (PJ) Senior Administrator

### 072/17 Apologies for Absence

Apologies were received from SD, DW, TD, JE.

### 073/17 Minutes of the Meeting held on 8<sup>th</sup> May 2017.

It was proposed by JD and seconded by ZBE with all in favour “that the minutes represented a true record of the meeting”.

### 074/17 Action Grid - Status of Actions set on 8<sup>th</sup> May 2017.

Issue/ Min No	Description	Action required	Notes	Status
063/17 (a)	Lighthouse	TT to investigate and review the Lighthouse Beach file	TT suggested that there should be some reservation on property rights for access for the Authority to the lighthouse. It was also noted that the Merchant Shipping Act gives DHNA the right to access the lighthouse. Letter sent to David Southwick.	Complete
063/17 (c)	ADRUC Chairman	JE to liaise with RDYC in relation to the position of Chairman on ADRUC		Ongoing
065/17	MCA Health Report and Revised SMS Policy Document	MC to continue to progress the safety management system	It was proposed by IG, seconded by DW with all in favour that DHNA:-  (a) Note progress in refining the DHNA Safety Management System and the very limited risk that Duty Holders are carrying with	MC is progressing this action and has completed Tug requirement and will progress

			respect to the issues reported in the MCA Health Check conducted 19/20 April 2017. (b) Approve Edition 1 of the 2017 SMS and commence work on edition 2.	VHF RA outside working hours. MC is liaising with SWRPA
068/16 (b)	Weekly Updates	MC to circulate a weekly update and appointments to Board Members	MC to send his weekly update to all Board Members. The update will include meetings on the following week and key activity	Complete

#### Actions from Previous Meetings

049/17.2	Annual Berthing Fees	MC to include as a discussion topic at a future Board workshop meeting	It was agreed to discuss this topic in more depth during a workshop meeting	October 2017
049/17.5	DHNA Safety Update	MC to seek a response to this from the DP	SD asked that the Authority should do if it is perceived that an activity carried out by another organisation was dangerous. It was agreed to ask the DP about what the Authority's position would be in this case.	Commercial users SMS Questionnaire – 24 out of 40 responded and chasing the remainder.
050/17	Survey Strategy Board Report	MC	<ul style="list-style-type: none"> <li>• progress with the survey strategy,</li> <li>• proceed with the 2017 survey within allocated budgets,</li> <li>• undertake a price comparison for the survey work.</li> <li>• report back on the consequences of the survey and review 6 to 7 years results to identify patterns; and</li> <li>• highlight areas of concern that could potentially be dredge areas.</li> </ul>	MC negotiating with 2 suppliers who were quoting on different base data. UKHO is supplying information to enable quotes from each on the same basis. Planning to do a 100% river survey in the Autumn with some financial support from Premier Marinas.

#### **075/17 Urgent Business brought forward at the discretion of the Chairman**

There was no urgent business.

## **076/17      Declarations of Interest.**

Board Members are invited to declare any personal or disclosable pecuniary interests including the nature and extent of such interests.

MC advised that he had taken up a temporary mooring on the Kingswear Pontoons and had joined the waiting list for a mooring.

## **077/17      Questions from the Public.**

There was a 15 minute period for questions from members of the public.

Mr Alan Sherratt was in attendance and commented that the Classic Channel Regatta, parade of sail was quite awesome and that the welcome sailors received from DHNA staff was unsurpassable.

Mr Sherratt also asked what the rules were for the use of drones over the river. MC advised that DHNA issue a filming permit as the drones were normally filming too. There is a Civil Aviation Authority (CAA) code of practice for drones. MH advised that the Harbour Authority does not control the airspace and the air space is not the remit of Dart Harbour. The CAA is the controller of the air space. It was noted that it would be interesting to see what the naval college thought.

**ACTION:** MC to make enquiries about the CAA code of practice for drones and to discuss this with BRNC.

Mr Sherratt would be keen to see the HMS Victory cutter in Dartmouth again for regatta as it has not been here for quite a few years. He wanted to encourage DHNA and the Regatta Committee to invite them back.

**ACTION:** MC to investigate HMS Victory Cutter background and report to the Board.

## **078/17      Stakeholder Groups**

### **078/17 (a)   River Dart Non Beneficiary Group**

JD reported on the meeting held on 19th June. He advised that the minutes had not yet been circulated. The main areas covered were:-

- Speeding and buoyage in the Tuckenhay area.
- Higher Ferry Slipway. There was little interest in this.
- Noss development. The group would like a site visit.
- The purpose of the Non Bens. JD advised that the group are very interested in the environment, but did not understand their role as parish clerks on the Non Bens group. JD advised that the Authority will need to give them some guidance. The group suggested meeting once a year in a more structured way. JD was able to negotiate to twice a year, but advised that the Authority will need to encourage them to keep them interested.

- Environment. Nigel Mortimer was at the meeting and he will help in relation to water quality. The group are aware of the need to clear the shoreline, which is their responsibility. Nigel Mortimer was very helpful.

### **078/17 (b) River Dart Commercial Users Group (CUG)**

ZBE reported on a positive meeting held on 19 June.

- Premier Marina/Town Jetty. On the whole the group are pleased with the open honest approach.
- Season. Overall it is a good season for them, so far. Boat brokerage reported that there is less for sale than last year. CUG had been keen to see the first cruise ship and had been flattering to the Harbour Master.
- Safety.
  - Concern had been expressed about extinguishing fires on boats and at marinas. MC had taken an action to find out about a foam firefighting exercise. (MC advised that a fire exercise without foam had been practiced already). It was noted that there is no foam locally, unless a fire tender from Torbay (using the Lower Ferry as a platform). A discussion took place and IG advised that marinas could hold the foam. J Holman was interested to have the facility. It was noted that there was nothing to stop marinas putting it in place themselves, as it was unlikely that a foam tender would attend in Dartmouth.
  - Feedback was given by MC on the MCA inspection which was received positively. The members of the group would share incidents and near misses with Dart Harbour.
- SHDC fee increases. No one balked at this.
- Town Jetty. The group were pleased to be involved through consultation.

### **078/17 (c) Association of Dart River User Clubs (ADRUC) – No meeting held**

MH advised that JE had informed him that he has been trying, so far without success, to find a replacement Chairman for this group. JE will call a meeting in mid-September, in order to find a 'volunteer'.

### **079/17 Item 08 – Operational Report (including PMSC and Safety)**

MC reported on the Operational Report as follows:-

**079/17.1 Local Lighthouse Authority.** Main sector light fitted and checked by Trinity House. Bow Creek navigation marks had been checked.

**079/17.2 Planning.** Premier Marinas had submitted their planning application (22/06/17). MC had responded to the Dart Marina bar extension and it was noted that the light on the Higher Ferry will need to be raised.

**079/17.3 General Maintenance.**

- MC advised that the proposed signage would be passed to appropriate stakeholder groups for comment before implementation.

**079/17.4 Reportable Incidents.**

- There were no reportable incidents. MC advised that there had been 36 other incidents in the last month. Eight were machinery failure where assistance was given, 4 were speeding and 3 were near miss (ROR infringements).
- Tows. MC recommended that the Authority should not charge for emergency tows, but that tows that were requested in advance should be charged for. Customers would be free to make donations to safety related items or to the local RNLI.
- RE advised that an incident took place on 9<sup>th</sup> July where a man had fallen in the night. It was noted that three River Officers had been very helpful (BM, SW and JW).
- Classic Channel Regatta/Sea Sunday. It was noted that the River Officer work was excellent and MC advised that he had received many good comments about the taxi and river staff.

**079/17.5 Mooring Maintenance.** MC advised that divers had inspected KP, KQ, DB, and DA pontoons and had forecasted a 20 year life on the piles. It was noted that this will reduce the early peaks in the capital expenditure plan.

**079/17.6 Vessel Maintenance.** IG advised that he had been approached by a DHNA vessel recently, which had drawn his attention to the fact that not all vessels were appropriately branded as he hadn't recognised it as a DHNA launch. **It was agreed** that the branding on DHNA vessels should be more prominent.

**ACTION:** MC to investigate improvements to vessel branding.

**079/17.7 Finance.** MC advised that the comparison of performance against the bank forecast initially predicted that the graph lines would come together, however this is not the case and it demonstrates that the Authority has been more successful at letting moorings and slower in spending money. It was noted that this provides some comfort in the budget.

**079/17.8 Human Resources.** MC advised that the overtime budget will go over budget, as this has been used to fill shifts because of staff sickness.

## **080/17 Item 09 (Environmental Considerations (James Dodd))**

JD advised that his report was designed to generate thought. He advised that the environment has an emotional tag and the Authority needs to be careful of its use and to use the right PR in the public domain. River based activities do not always blend with the environment, for example the scrubbing grid is difficult to control and there is a demand for this. The Authority needs to take a view on its priorities and be pragmatic in order to propose improvements to facilities whilst acknowledging care of the environment.

In relation to bio security – it was noted that invasive species have been travelling around world for millennia and there was nothing we can do about it, nature will take care of itself. The Authority can improve education and awareness, but there is not much that we can do about the species already here.

**It was agreed** to continue to support the AONB and to remain member of estuaries group, as this was felt to be the best way to keep abreast and help if necessary.

A discussion took place and **it was agreed** that a conference to improve and increase understanding and knowledge, and to develop a policy on the environment. This should be planned in Autumn 2017 and to invite all relevant agencies and interested groups. (Blue Green, DEFRA, Environment Agency, South West Water, South Devon AONB, Estuaries Officer and stakeholder groups.

**ACTION:** JD to lead on setting up a Dart Environment Conference and to keep the Board informed.

## **081/17 Correspondence**

Board Members to advise on any correspondence received. There was none.

## **082/17 Any Other Business**

**082/17.1 Scrubbing Grid.** MC advised that Dart Harbour needs to improve the safety of the scrubbing grid to avoid reputational risk. He advised that SHDC seem to run it, but they do not control it. MC advised that he was monitoring activity at the grid. It was noted that there are a number of other grids on the Dart (RDYC, Galmpton) and the Authority is not responsible for these. MC proposed training clubs on how to use these grids and to liaise with SHDC.

**ACTION:** MC to review scrubbing grid procedures and methods of use.

**082/17.2 Local plan.** TT advised that he had been approached to input into the Dartmouth Neighbourhood Plan as asked if there were any views to put forward. A discussion took place and it was noted that:-

- Various Neighbourhood Plans had been carried out. MC advised that he had been consulted about the Kingswear Neighbourhood Plan.
- The Authority needs to be aware of what is going on and should have someone on the neighbourhood plan team. JD is happy to represent Dart Harbour.
- The Authority should discuss its proposals with the Non Bens Stakeholder Group and make its decisions on what we want.
- MC advised that it would be possible to be very specific in individual neighbourhood plan. For instance, in the Stoke Gabriel plan, a proposal for a ferry on/off access to water.

**It was agreed** that there should be an authority-wide approach and that the Authority should engage at District Council level to give an overall view in line with the strategic plan.

**ACTION:** JD to take this forward and write to local Parish and Town Councils highlighting the DHNA Strategic Plan.

## **083/17 Move “In Committee”**

It was proposed by JD and seconded by IG with all in favour, *“that the meeting move “Into Committee”*.

**084/17      Decisions Made “In Committee”**

It was proposed by ZBE and seconded by RE with all in favour “to ratify decisions made In Committee”.

**085/17      Date of next Meeting**

The next meeting will take place on 11<sup>th</sup> September 2017 at 1630 hrs at Dittisham Parish Hall.

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**084/17      Decisions Made “In Committee”**

It was proposed by ZBE and seconded by RE with all in favour “to ratify decisions made In Committee”.

**085/17      Date of next Meeting**

The next meeting will take place on 11<sup>th</sup> September 2017 at 1630 hrs at Dittisham Parish Hall.