

Dart Harbour and Navigation Authority

Minutes of a Meeting of the Dart Harbour and Navigation Authority held at Dittisham Village Hall, Dittisham on Monday 11th September 2017, commencing at 1630 hrs.

PRESENT: Ian Gibson (IG) – Chairman
Zoe Briant-Evans (ZBE)
Captain Mark Cooper (MC) - Harbour Master/CEO
James Dodd (JD)
Richard Eggleton (RE)
John Ellwood (JE)
Owen Hill (OH)
Tim Dewing (TD)
David White (DW)

IN ATTENDANCE: Penny Johns (PJ) Senior Administrator

086/17 Apologies for Absence

Apologies were received from SD, TT and MH.

087/17 Minutes of the Meeting held on 10th July 2017.

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

088/17 Action Grid - Status of Actions set on 10th July 2017.

Issue/Min No	077/17
Description	Drones
Action Required	MC to make enquiries about the CAA code of practice for drones and to discuss this with BRNC
Notes	Discussed this with BRNC. They are about to procure a drone protection system! Not DHNA's remit to issue permits to use drones.
Status	Complete

Issue/Min No	077/17
Description	HMS Victory Cutter
Action Required	MC to investigate HMS Victory Cutter background and report to the Board
Notes	The reason their request for a berth (2016?) was declined was that the crew caused problems with their bad behaviour. The Dunkirk small ships have been added to this list.
Status	Complete

Issue/Min No	079/17.6
Description	Vessel Maintenance
Action Required	MC to investigate improvements to vessel branding.
Notes	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. Engine covers and banners on order.
Status	In progress for 2018 season

Issue/Min No	080/17
Description	Environmental Considerations
Action Required	JD to lead on setting up a Dart Environment Conference and to keep the Board informed
Notes	<p>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.</p> <p>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. Plan in place</p>
Status	In progress, planned for 08/11/17 at Follaton House, Totnes

Issue/Min No	082/17.1
Description	Scrubbing Grid
Action Required	MC to review scrubbing grid procedures and methods of use
Notes	Procedure in place and tested 6 Sep 17. We now insist customers have a safety briefing as a precaution before using the grid. Booking process to be refined
Status	Complete

Issue/Min No	082/17.2
Description	Local Plan
Action Required	JD to take this forward and write to local Parish and Town Councils highlighting the DHNA Strategic Plan.
Notes	<p>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.</p> <p>Intervention with Neighbourhood plans as and when issues are raised through non bens – for example Totnes.</p> <p>Non Bens to be asked to be more proactive, for applications with a marine angle</p>
Status	In Progress

Actions from Previous Meetings

Issue/Min No	063/17 (c)
Description	ADRUC Chairman
Action Required	JE to liaise with RDYC in relation to the position of Chairman on ADRUC
Notes	
Status	Complete

Issue/Min No	065/17
Description	MCA Health Report and Revised SMS Policy Document
Action Required	MC to continue to progress the safety management system
Notes	<p>It was proposed by IG, seconded by DW with all in favour that DHNA:-</p> <p>(a) Note progress in refining the DHNA Safety Management System and the very limited risk that Duty Holders are carrying with respect to the issues reported in the MCA Health Check conducted 19/20 April 2017.</p> <p>(b) Approve Edition 1 of the 2017 SMS and commence work on edition 2.</p> <p>(c) HM has written to MCA to advise all their concerns had been addressed and that the 24 hr VHF service had been risk assessed. HM asked MAIB to advise DHNA on any best practice available from other ports without a VTS service, but no response has been received to date.</p> <p>(d) Third party safety systems. HM advised that only 13 remain outstanding. HM will visit each organisation in relation to their safety systems.</p>
Status	Ongoing

089/17 Urgent Business brought forward at the discretion of the Chairman

There was no urgent business.

090/17 Declarations of Interest.

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

There were no changes in previously recorded registered interests.

091/17 Questions from the Public.

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

091/17.1 David Haunt stated that the extra dinghy pontoon had been a huge success and hopes it will continue again next year. The only downside was that there was little water space available around the pontoon and he asked whether it would be feasible to move to the other side of the main pontoon. IG advised that it was an experiment, to try how to help the dinghy situation. It had been a useful trial and the pontoon may be put in again next year. MC advised that this had been a trial of a style of pontoon not used before. The pontoon could also have been used in Dartmouth for Regatta. No rules were set for 2017 and the Authority will need to set policy for all alongside pontoons. MC advised that the pontoons are not policed in spring and autumn, simply because there is a enough space, and a desire to make access easy for people. During the main season notices were posted on boats occupying the pontoons, to advise that they would be policed in high season. Consideration will be given as to how to police the seasonal pontoons.

ACTION: MC to develop policies for seasonal pontoons for 2018.

092/17.2 Robin Sjoberg was concerned about empty moorings, he referred to a specific mooring in Dittisham, which to his belief had been empty for 5 years. IG advised that the authority is actively managing this situation and that staff have spoken to every boat owner not using moorings. MC advised that they are paying full berthing fees and harbour dues. The communication with these berth holders had generated a variety of reasons for not using their berths with most of them advising that it is not their intention not to use the berth, an inability to use it due to illness, or for periods of uncertainty. IG advised that the Authority will continue to actively manage this. In 2018, the intention will be for staff to contact berth holders with moorings not being used to advise that the Authority will use as temporary mooring allocations. The Authority will also consider introducing a policy measure to help this.

A discussion took place and **it was agreed** that active management and a softly, softly approach was desirable for this issue.

ACTION: MC to develop an active management system and policy consideration for unused moorings.

092/17.3 Charles Hunt advised that the temporary pontoon had been a tremendous success and thanked MC for doing a fantastic job in Dittisham Mill Creek to remove the old boats, which has made the area much more attractive.

092/17 Stakeholder Groups

092/17.1 River Dart Non Beneficiary Group

JD reported that the next meeting of this group, on 13th September, would include a visit to Premier Marina at Noss.

092/17.2 River Dart Commercial Users Group (CUG)

ZBE reported that no meeting had taken place and the next was scheduled for 25th September.

092/17.3 Association of Dart River User Clubs (ADRUC) – No meeting held

JE advised that ADRUC had not been active, but that a new chairman has been found. Their next meeting is on 2nd October 2017.

093/17 Item 08 – Operational Report (including PMSC and Safety)

MC reported on the Operational Report, and the following matters referred to:-

093/17.1 Navigation

It was agreed to review the circulation list for local notices for mariners to include circulation on social media.

ACTION: Senior Administrator to review circulation list.

093/17.2 Local Lighthouse Authority

MC advised that the sector light in Bayards Cove is now reliable and that he had plans to revisit the Unnamed Grave sector light to install a new light and update the chart. DW and RE both advised that the new lights are excellent, precise and bright. MC advised that the new light is also lit 24 hours a day.

093/17.3 Reportable Incidents

MC advised that he would like to encourage members of the public and river users to provide Dart Harbour with reports for any incidents in which they are involved or they witness so that the Authority can collect statistics.

093/17.4 Premier Marinas

MC advised that a positive response had been sent to the Marine Management Organisation (MMO).

093/17.5 Vacant Moorings

MC advised that these would be advertised more locally. TD suggested that a price promotion could be given consideration and that parish magazines would be a good area for advertising.

094/17 Item 09 (Environmental Considerations (James Dodd))

JD advised that he has been trying to put a workshop together on 8th November to invite experts to advise the Authority on what it can do to protect the environment. JD explained that he had been working with Nigel Mortimer (Estuary Officer at South Devon AONB). The response from invited speakers was disappointing and only one acceptance has been received.

TD also suggested contacting Plymouth University environment students, who are looking for case study opportunities.

It was agreed to continue to encourage speakers for the workshop for the time being.

ACTION: JD to continue to develop the workshop idea. RE and TD to pass their contacts on to JD.

095/17 Board Turnover

IG advised that he had written to the Selection Panel to prepare them for the annual board recruitment. It was noted that RE and IG would be stepping down from the Board in December. Other Board Members present were asked what their intentions were and it was noted that OH, JD, JE, ZBE, DW and TD were all happy to remain on the Board.

It was agreed to recruit two new Board members.

ACTION: MC, IG and Senior Administrator to start the recruitment process for two new Board Members. IG to also ask SD, TT and MH for their intentions.

096/17 Correspondence

Board Members to advise on any correspondence received.

096/17.1 IG advised that he had received an email from Robin Sjoberg, and this matter had been dealt with during Questions from the Public.

097/17 Any Other Business

097/17.1 Regatta –

MC gave an update to the Board on the Port of Dartmouth Royal Regatta 2017 and it was noted:-

- It had been a successful regatta with the only issues surrounding the air displays. The Friday air display had been cancelled because too many people remained on their boats but the Saturday air display went ahead after DHNA and Regatta staff went out on ribs to speak to river users. MC had been surprised that all wanted to move to enable the air display to go ahead.
- Feedback from customers had been mixed with attendance from a boating perspective down on previous years. It was felt appropriate to gather information from our stakeholders and carry out a survey in order to feedback to the Regatta Committee.
- MC mentioned that the feedback on the Friday was not a surprise, we had explained to the Regatta organisers that we had no powers to clear river, but could only strongly advise river users to watch the displays from the shore. MC had

received the impression from some river users that in previous years they had remained on their boats and the displays had not been cancelled.

- It was noted that clearer messages need to be given in future years and policies could be developed to strengthen our position. For example, areas could set up where people could sit on boats. Something positive could be done in the future so as not to split the boating community from everyone else.
- JD advised that during his final year as Chairman of the JRSC, in 2016, they suffered a 20% reduction of entries compared to the year before. JD had been led to believe that the entries for 2017 were comparable to 2016 and so the expected 'recovery' did not materialise and the reasons for that are not clear.
- It was felt that the Regatta Committee need to decide what shape future Regattas will take and Dart Harbour has to respond to that.
- Issues surrounding hotel and B&B accommodation were also highlighted where the changeover day (Saturday) means that people need to book 2 weeks to include the Sunday for some sailing events.
- The increased parking charges were also highlighted as a problem.
- It was suggested that the Regatta Committee are invited to attend Stakeholder Meetings in order to receive feedback.
- It was felt that the Regatta Committee should be proactive and look to bring in alternative impressive displays which could take place on the river.

It was agreed to write to stakeholder groups to get their feedback from their members and to feed this into the Regatta Committee.

ACTION: MC to write to the Stakeholder Groups.

097/17.2 Beach Clean

MC advised that a river Beach Clean has been arranged on Saturday 16th. This is being organised by Neil Coxon. Board Members are welcome to participate. Dart Harbour staff will be collecting the rubbish collected.

098/17 Move "In Committee"

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

099/17 Decisions Made "In Committee"

It was proposed by OH and seconded by ZBE with all in favour "to ratify decisions made In Committee".

100/17 Date of next Meeting

The next meeting will take place on 9th October 2017 at 1830 hrs at the Harbour Office (Special -Budget Allocation and Capital Expenditure Plan)