

Dart Harbour and Navigation Authority

Minutes of a Meeting of the Dart Harbour and Navigation Authority held at The Clifton Room, The Guildhall, Victoria Road, Dartmouth on Monday 12th February 2018, commencing at 1830 hrs.

PRESENT:

Mike Burden (MB)
Captain Mark Cooper (MC) - Harbour Master/CEO
Julian Distin (JJD)
James Dodd (JD)
John Ellwood (JE)
Tristan Harwood (TH)
Mark Hubbard (MH) – Chairman
Tony Tudor (TT)

IN ATTENDANCE: Penny Johns (PJ) Senior Administrator

018/18 Captain David White MN

MC paid tribute to Captain David White, who had died on 18th January 2018 after a short battle with pancreatic cancer. It was noted that the funeral would take place at Bishopsteignton on 15th February. Captain White had piloted at least 175 ships into the harbour and put in a huge amount of effort as pilot. MC advised that he first met him in 2016 but had learned a great deal from him during the time he had spent in the office. Captain White was warm and kind to MC. There had been a great deal of sympathetic communication from the public. Captain White was hugely enthusiastic about DHNA. There are few people who would jump to at 5am to bring in a ship, he was hugely enthusiastic about shipping, was known as “white water White” in Teignmouth and he always had a plan B. Pilotage just seemed to be natural to him. Captain White was a character, he will be a loss to the Authority and Dart Harbour will miss him hugely. MC had shared anecdotes with his family and helped towards the organisation of the funeral.

019/18 New Board Member - Julian Distin

MH welcomed Julian Distin (JJD) to the Board. JJD originally joined the Board in 2002, when the Harbour Revision Order had not yet gone through. JJD was Chairman from 2002 to 2006. JJD advised that he had his share of big issues including a judicial review in the High Court. He had also been involved with other groups in the local community.

020/18 Apologies for Absence

Apologies were received from TD, OH, ZBE.

019/18 Minutes of the Meeting held on 8th January 2018.

JJD asked about the current decision processes and asked for an opportunity to find out more. MC explained about the method where in depth discussions are required that these

can place at the workshop meetings for the initial debate. This is then followed with a further discussion at formal Board Meetings, where the decisions are taken. This approach enables the Board to explore the full depth and complexity of issues that require a broader discussion.

ACTION: MC to provide JJD with the background information surrounding decisions taken during 2017.

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

020/18 Action Grid - Status of Actions set on 8th January 2018.

020/18.1 Ongoing Actions

Issue/Min No	091/17.1
Description	Develop policies for seasonal pontoons
Action Required	MC to develop policies for seasonal pontoons for 2018
Notes	Consideration will be given as to how to police the seasonal pontoons.
Status	Ongoing – February/March - develop principles on how to employ them and rules for use for when in position during April/May
Update	Some of the temporary pontoons need policies for their management and use and MC is making strides into this. MC advised that a new system of brown triangular stickers would be implemented for all vessels that are now exempt from harbour dues. This will enable staff to identify owners from stickers on boats as part of a safety/security campaign. Boats with stickers will have less of a chance of being towed away when berthed illegally.

Issue/Min No	003/18.1
Description	Young Champion Award
Action Required	MC to approach Kit Noble at the Royal Dart Yacht Club to ask if he would be interested in being co-opted to the Board to run the scheme.
Notes	
Status	Ongoing
Update	MC advised that he had spoken to Kit Noble and Sue Pudduck and will continue to take this forward by arranging a meeting to discuss further. MC felt there was a need to broaden the membership on who can take this up. JD suggested that Anna Christie at Dart Sailability and the stakeholder groups. MH recommended that representatives from Totnes are also included in this scheme.

Issue/Min No	009/18.3
Description	Association of Dart River User Clubs (ADRUC)
Action Required	JE and MC to give feedback to the next ADRUC meeting

Notes	
Status	An ADRUC meeting has not yet taken place. MC advised that some matters are being discussed online stuff but there is no formal meeting until 22 nd March.

Issue/Min No	011/18.6
Description	Cruise Ships
Action Required	<ul style="list-style-type: none"> a) Review the Authority's commitment to cruise ships b) DHNA to continue to lead on cruise ships in Dartmouth c) Tricia Daniels to continue to be the marketing lead for cruise ships and to attend the Miami cruise convention in 2018. d) The Authority should engage with Dartmouth Town Council (DTC) and the TIC.
Notes	
Status	<ul style="list-style-type: none"> (a) MC advised that it had been decided that DHNA should continue to lead on the cruise ship campaign and that the TIC had been engaged to deal with the customer liaison on cruise calls to Dartmouth. (b) There would be no representation at the Cruise Convention in Miami in 2018 as Tricia Daniels cannot attend. (c) There will be potential to liaise with Plymouth in relation to the Mayflower 400 campaign. (d) MC advised that he had written to DTC and advised the Board that the TIC reception team is run by DTC. It was felt that DTC should show more enthusiasm. It was noted that the Board report did give budget support to cruise ships but that a long term plan was needed.

Issue/Min No	012/18
Description	Marketing Report
Action Required	<p>To increase the website budget and to begin the recruitment of the PR/Marketing contractor using the principles - competed, interviewed and companies with 8 people or more with an approximate hourly rate £30 per hour.</p> <p>To discuss this more broadly in one of our workshops with market research and mooring analysis.</p> <p>ACTION: MC to progress the recruitment of a PR/Marketing contractor and the website upgrade.</p>
Notes	
Status	Ongoing
Update	<p>Marketing – a workshop meeting is planned for June.</p> <p>Website – PJ has started writing the brief and will take advice from MH. Comments from Board Members:-</p> <ul style="list-style-type: none"> • MH advised that a good provider will test us on what messages are needed. To an extent we can use material around us, develop major strands of direction and use as a guide to

	<p>structure the website. There should be a flow from strategy to key areas of interest and then into the website design.</p> <ul style="list-style-type: none"> • MC advised that the findings of the draft marketing strategy should be incorporated into the brief. • MB advised that the website is used for more than a marketing tool, but it is also an information system used for holding information, this needs to be kept. • MH hoped that the primary aim would be the site to be more searchable and that documents should be easier to find. It is critical that information is not lost.
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021/18 Urgent Business brought forward at the discretion of the Chairman

There was no urgent business.

022/18 Declarations of Interest

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

MB advised that he is acting as secretary to the Dartmouth Public Slipway Trust, which was not a pecuniary interest.

There were no other changes in previously recorded registered interests.

023/18 Questions from the Public.

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

There was 1 member of the public present.

012/18.1 Dartmouth Slipway

Alan Sherratt (AS) asked about the group trying to get a better public slipway in Dartmouth. He understands that the current slipway has a short life and that after a temporary repair it now has a maximum five years life remaining and there is a weight restriction. The following comments were noted:-

- It would be a long path to a replacement slipway.
- Concern about how DHNA was going to engage with the slipway proposals, so that it blends with other proposed developments.
- MH advised that the Authority will be a major stakeholder of that activity and MC will attend meetings but will not be a trustee.
- MB will be involved with the governance of the new group. It is currently in the early stages of a long process and without DHNA approval the proposal will not progress.

012/18.2 Width of River for Competitions

AS asked whether the width of the river is getting narrower for the competitions at regatta. MC advised that there were around 5 boats moored abeam on the mainstream moorings, which do occupy river space, but this did not seem to affect the regatta rowing. The Authority had not received any negative feedback from the regatta committee on how rowing was run. MC also commented that it would be interesting this year as there will be a cruise ship whose exit will be timed around the rowing events. MC will mention at the next regatta committee meeting.

ACTION: MC to ask the regatta committee about the width of the channel for rowing events for the 2018 regatta.

012/18.3 Vessels - Lights at Night

AS asked about safety on the river at night as he has seen vessels with no lights. MC advised that the Authority is actively tackling this issue. An article had been published in By The Dart, and would be repeated in further editions. During 2017 small torches were issued to vessels with a notice, which states the minimum requirements, along with the Harbour Guide. MC advised that this would be reviewed again in 2018 and slightly better torches may be purchased. The issue has also been reported to the stakeholder groups. A comment was made that you can tell a visitor from a local, as visitors have no lights but move slowly, whereas locals with no lights go fast. MC advised that there are also issues with rowing boats and he is liaising with clubs to spread the message.

MC advised that the Authority can enforce the rules. Those offending will be issued with warnings, subsequent offences will generate a letter taking further action. The Authority has the powers to fine offenders breaking these byelaws. In 2018, improvements will be made to staffing after dark. River officers will be working until 11pm from May or there will be two yacht taxi drivers on duty. They will all be fit, young people who are fully trained. Speeding and lack of lights will be on their collective radar and MC will take appropriate action against offenders.

024/18 Stakeholder Groups

024/18.1 River Dart Non Beneficiary Group (Non Bens) (9th Feb)

JD advised that an encouraging meeting was held on 9th February and interest seems to be building in the group. The new Estuary Forum may also be of interest and a letter will be going out to gauge interest in the Estuary Forum.

024/18.2 River Dart Commercial Users Group (CUG)

MC attended the meeting held on 29th January with the Deputy Harbour Master. ZBE had been unable to attend. The CUG members had expressed disappointment that ZBE, as nominated Board Member, was not in attendance.

Concern had also been expressed about the transparency of the Board Meetings. JJD advised that this had been raised by him at the CUG before he applied to join the Board and had been raised during the AOB part of the meeting.

A discussion took place where JJD advised that when the workshop meetings are held it makes a break with the public session available at the other Board Meetings and the CUG felt that members of the public should be able to attend the workshop meetings. JJD advised that it had been clearly pointed out that it is not intended as a lack of transparency, but to create space for the lengthier issues. JJD felt that the duty to remain in open sessions could be incorporated without slowing down the meeting.

MC advised that the workshops did not decide anything, but gave time to review, think and plan. The outcomes from workshops then come forward to the next Board meeting so that the Board can explore, at a level of detail and knowledge, and to make judgments. Following attendance at the workshop meeting, the outcomes are sent again as a Board report to prepare for the Board meeting. An example would be the budget discussion and budget meeting, where there is huge discussion, debate and evidence gathering. These matters cannot be achieved at a one-off meeting as the Board need to understand the background.

JJD advised that he takes an interest in the Moorings' Policy and he had been taken aback at how many more pontoons there appear to be on the river, he felt that the Board had gone way ahead of any public perception. JJD felt that the needs of the waiting list seem to have gone ahead of the AONB.

JD advised that outcomes and decisions need to be made more available to the public and the communication needs to be improved.

JJD was concerned that the Authority is riding towards a position where there is planning in place for a proliferation of pontoons that the community is not prepared for, which could be the makings of a PR disaster.

MH advised that all the detail for the pontoons under discussion were minuted at the July Board Meeting and covered at the Annual Meeting. It was also covered extensively in a newsletter, it has not been kept private and the Authority has published a lot of the information.

MC explained that the Board had the discussion, then decided what we should do about it and then announced the results on the trends. Proliferation is not the right word. This is not proliferation, the Authority is not building a marina and is not increasing the number of moorings, but customers want moored pontoons, instead of trots, this is not a massive development, the Authority is trying to react to what the stakeholders need.

MC needs to show JJD the background information. MC advised that the refinement of the mooring stock is in an evolving position and the Authority needs to take consideration of all stakeholders and not just the community.

ACTION: MC to provide for JJD a paper trail on decisions taken from workshop meetings.

024/18.2(a) Post Meeting Note

Issue Minute 024/18.2 – During February's DHNA board meeting there was discussion about the heritage of the priorities for capital development and specifically about the conduct of the DHNA workshop in June 2017. There was a view that the workshop had lacked transparency to the public and stakeholders since the workshop was attended by Board Members only. In discussion in February it was stated that the workshop output did not include decisions but did provide analysis of the current stakeholder desires for

mooring types based on analysis of the waiting list. It was further stated that these stakeholder desires were discussed and recorded in the July Board minutes and communicated to stakeholders. The claim that the output was recorded in the July 17 minutes was subsequently proved to be incorrect. This note is to be kept as a post minute record for the February board meeting so as to correct the inaccuracy in discussion.

024/18.3 Association of Dart River User Clubs (ADRUC)

The next meeting is due on 21st March.

024/18.4 Dart Estuary Forum

JD advised that a letter will be sent out by DHNA and Nigel Mortimer to those who may be interested in attending a Dart Estuary Forum.

025/18 Operational Report (including PMSC and Safety)

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

025/18.1 Mooring allocations. MC advised that staff have got to point where they have almost saturated waiting list in some areas. There are still people on the waiting list in popular areas. Thirty-two moorings are still unlet but with no-one on the waiting list with an appropriate boat in some areas. An example is the Dittisham lists where there are some 7.2m moorings available, but the 61 customers on the waiting list all have boats over 8m. MC advised that he had moved some mooring locations and the trial to transfer some of the visitors' moorings to temporary moorings had been successful in 2017 and this will be continued in 2018. There is still a problem letting mud moorings, however working with Premier Marinas, 16 mud moorings were exchanged for 16 Premier trot moorings to provide an intertidal area to compensate for their development. MC advised that an arrangement had been agreed with Blackness Marine to install a dinghy rack on their site and DHNA had negotiated a price of £200 for their use to include the use of bathrooms. It was felt that the activity would make Cornworthy moorings more attractive. MC informed the Board that there would be a need to run the waiting list analysis again and to target specific questions. JJD no problem with the utilisation. JJD stated that from an AONB perspective, his overriding concern that the river is handed on as beautiful as we found it, but not necessarily the same.

025/18.2 Harbour Guide. The 2018 Harbour Guide will be delivered before the end of February. Working with By The Dart the guide now has a new marine services section, more visitor information, improved sailing directions and the sections have been reorganised.

025/18.3 Harbour Assist. MC advised that an upgrade to the latest version will be taking place in April/May. There will be some disruption and training for staff. However, the new system will be more effective and improved tracking of occupancy of moorings is one of the benefits.

025/18.4 Safety Management System. MC asked for all Board Members to sign the Duty Holder Acceptance for 2018, which was circulated at the meeting. MC advised that he would send out the SMS to the Board.

025/18.5 GDPR. MB advised that breaches of the GDPR have to be reported to the Information Commissioners Office within 72 hours. MB volunteered to help develop the GDPR compliance project. MH advised that there is a risk management element about the level of risk we are exposed to. TH advised that he attended a talk by a QC and the message he took from that was that the Authority just needs to be sensible.

It was agreed to continue to develop the GDPR road map for compliance.

ACTION: MB and PJ to develop further.

025/18.6 Financial Delegations.

JD proposed an amendment to the DHNA Staff Financial Delegations.

- (a) That the level of self approval within budget for the Moorings Manager be increased to £2000; and
- (b) Purchases increase from £250 to £500 to require more detailed authorisation.

This was seconded by TT with all in agreement.

ACTION: MC to update the Staff Financial Delegations

026/18 DC Pontoon Extension and DA/DB Project

026/18.1 DC Pontoon Extension

The Board considered the report to extend the DC Pontoon

- (a) The additional length of pontoon in the DC area will increase the number of berths available for permanent berth holders (tighter configuration of inside berths) and visitors (outside berths, meeting the stakeholder desires identified in the waiting list analysis). The general trend for many boat owners is to have a pontoon berth, even if not connected to the shore and it will help bring visitor boats closer to the Dartmouth side meaning its easier, quicker and safer to get ashore. Thereby helping the local businesses and the tourist trade.
- (b) If approved the extension would also provide some flexibility for shuffling berth holders (DA berth holders) who wish to retain a pontoon berth but not connected to the shore. Specifically, this would help with any potential shuffling if the DA/DB connection is agreed.

A discussion took place and the following comments were made:-

MC advised that the waiting list review had been considered as part of this proposal which had demonstrated that there was a desire for more walk ashore and pontoon berths. Swinging moorings are seen as damaging to the environment with pontoons and trots being preferred because there is less interaction with the ground. The DC pontoon is up river of the Town Jetty. The primary target is to join the DA/DB pontoons and MC will be meeting with customers for consultation on that proposal. There is an allocation of £60,000 in the budget for new pontoons. The proposal is also connected with safety as

customers moving off trots are generally older, pontoons present easier mooring and improved safety for visitors and a shorter distance by tender to the shore. The structure would have no piles and the current ground chain could be utilised with anchors north of DC pontoon. Existing trot customers would either move north or onto the new pontoon.

JJD believed that the history of the DC pontoon was that originally the pontoons were part of the enterprise of Ridalls and Sons (Red Cruisers) and when the business was bought by Dart Pleasure Craft (DPC) (Now Dartmouth Steam Railway & Riverboat Company (DSSRB)) the specific requirements for DPC were not met and they forfeited their rights to those moorings. At that stage DHNA came by moorings with an agreement that the pontoons would only be used in the summer for visitors so that open views of the river would remain. He advised that this pontoon had been used in both summer and winter for many years. JJD believes that the Authority cannot justify closing off open views of the river from Dartmouth and feels that the Authority also has a duty to look after the river for people who live ashore. JJD believes that there is a reputational risk from the proposed extension. MH asked whether JJD was aware of any particular document that stated that the moorings would be taken away in the winter. JJD advised that the decision should be in the minutes but the decision was taken before the Moorings' Policy existed. JD advised that no one has complained to the Authority that the pontoon has been moved, felt that decisions can sometimes be made a little too quickly and that the proposal should be put out to public debate before a decision is taken.

TT agreed that consultation should take place and asked whether the DA/DB connection proposal was dependent on the DC pontoon decision.

MC advised that the two proposals are only connected because £60,000 is in the budget to convert trots to pontoons and MC had wanted to give a variety of options to people moving on DA/DB. MC felt that he did not need to consult more widely than the customers on DA/DB pontoon. MC asked the Board to advise whether he should come back to the Board if a single customer is unhappy with the DA/DB proposal. MC advised that customers feedback on the DA/DB consultation showed 7 not happy, 5 very happy and 10 had not yet responded so far. MC informed the Board that obtaining points of view from stakeholders is in our strategic plan. The proposal had been put together as a result of the collection of data and interviewing people on the waiting list survey demonstrating that view.

JD commented that he could not visualise the proposal to extend the DC pontoon. JJD felt it would make a huge difference and advised that photographers and artists set up on the embankment to capture the view. The AONB is a beauty designation and felt that the proposal would be detrimental to that. JJD advised that it is not about resisting change, but felt that what has helped Dartmouth, is that the Authority has restrained change over the years.

It was proposed by MH, seconded by JJD with all in favour that the proposed DC extension goes out for a designed piece of consultation to include high quality graphical representation of the change and to give further consideration to this at a future meeting.

ACTION: MC to obtain graphical representations of the project and carry out a public consultation (including Dartmouth Town Council).

026/18.2 DA/DB Pontoon Project

MC asked whether he could go ahead with the DA/DB proposal and manage it and if discussions could be done informally by email between meetings. MC also advised the Board that 11 berth holders on the DA pontoon also have spaces on the LWL which would no longer be required and would free up more tender spaces for others on the waiting list, which MC felt was a huge win.

MC advised that there was also a connection to the slipway development proposals.

It was agreed that MC goes ahead with the DA/DB proposal, tries to get as much consensus as possible from berth holders and communicates with the Board via email.

ACTION: MC to move ahead with the proposal to join the DA/DB pontoon and keeps the Board informed.

027/18 Pilotage Services

A report by MC and Richard Eggleton (Senior Dart Pilot) was considered by the Board.

Following a discussion **it was agreed:**

- (a) To supplement the pilotage services utilising the two Fowey Pilots already registered with DHNA as follows:
- (b) That Fowey Pilots conduct pilotage for large vessels (over 90m LOA) entering the river with HM/RE understudying and able to provide advice to pilot on local knowledge in accordance with a formal risk assessment.
- (c) That RE/HM conduct pilotage for vessels entering the river of less than 90m LOA.
- (d) That RE/HM conduct pilotage for all vessels anchoring outside the Castles.
- (e) That DHNA Board invite Captain Rich Eggleton to join the Board as a co opted member for pilotage experience and to assume the position of DHNA senior pilot.

ACTION: MH and MC to implement the decisions taken above.

028/18 Correspondence

Board Members to advise on any correspondence received.

There was no correspondence to report.

029/18 Any Other Business

There was none.

030/18 Move “In Committee”

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

031/18 Decisions Made “In Committee”

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

032/18 Date of next Meeting

19TH MARCH 2018 – Clifton Room, The Guildhall, Dartmouth at 1830 hrs