

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 9th January 2017, commencing at 1400 hrs.

PRESENT: Richard Ayers (RA) - Vice Chairman
Zoe Briant-Evans (ZBE)
Captain Mark Cooper (MC) - Harbour Master/CEO
James Dodd (JD)
John Ellwood (JE).
Ian Gibson (IG) – Chairman (Item 002/17 onwards)
Owen Hill (OH)
Mark Hubbard (MH)
Tony Tudor (TT)
David White (DW)

IN ATTENDANCE: Penny Johns (PJ) Senior Administrator
Nick Clarence (NC) Deputy Harbour Master
Kate Distin (KD) Finance Manager

001/17 Welcome and Introductions (Vice Chairman in the Chair)

RA welcomed Captain Mark Cooper to his new role as Harbour Master/CEO and thanked Neil Hockaday for this service to the Authority. It was noted that he would be a hard act to follow.

RA also welcomed Zoe Briant-Evans, James Dodd and Tony Tudor to their first meeting as Board Members.

All present provided an update on their background and experience.

002/17 Election of Chairman (Vice Chairman in the Chair)

RA asked if there were any nominations for the position of Chairman of the Dart Harbour & Navigation Authority. **It was proposed by OH and seconded by JD that Ian Gibson be elected as Chairman for 2017. There were no other nominations and on being put the vote was carried unanimously.**

IG took the chair for the remainder of the meeting.

IG advised that he would do his best in the role of Chairman and stated that his style might be different to the previous Chairman. IG advised that he had played a key role in the recruitment of the new Harbour Master/CEO, welcomed MC to the Authority and indicated that there were great expectations of this role.

IG advised that he would talk about priorities later in the meeting, but that as custodians of the river it would be a long term process to resolve some issues, but that it was important to get it right.

003/17 Apologies for Absence

Apologies were received from TD, SD and RE.

004/17 Board Member Representation

IG advised that he would like to identify the key roles for Board Members **and it was agreed** that these areas would be covered as follows:-

Legal Matters	OH and TT
Health and Safety	RE and ZBE
Finance	TD and TT
Young Champions	SD
Marketing/Communications/Tourism/Leisure	MH
Pilotage	DW
Environmental/AONB	JD
Commercial User Group	ZBE
Non Beneficiary User Group	JD
Association of River Dart User Clubs	JE
Formal Staff Liaison Contact	Chairman
Friends of Dart Harbour	JE

A discussion took place in relation to the staff conduit to the Board and an action was placed on MC to check the Staff Handbook and update the Board on any necessary revision and requirement to nominate a staff point of contact on the Board.

ACTION: MC/PJ to check the Staff Handbook. (completed)

005/17 Register of Personal and/or Business Interests.

IG asked that Board Members state any interests that may conflict with their responsibilities as Board Members. New Board Members will be asked to complete a "Declaration of Interests" form. Interests were noted as follows:-

IG	Keeps a boat on the Dart
MH	Is a customer of DHNA
OH	As a lawyer clients sometimes ask for legal advise and OH advises them that he is conflicted because of his Board Member role and declines to represent them.
ZBE	Keeps a boat on the Dart
JD	Commodore of Dittisham Sailing Club and keeps a boat on the Dart
JE	Royal Dart Yacht Club and keeps three boats on the Dart
RA	Keeps a boat on the Dart
TT	Keeps a boat on the Dart

006/17 Questions from the Public.

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

There were two members of the public present. There were no questions but, Gary Walker advised that he wanted to welcome the new Chairman, Harbour Master and Board Members and looked forward to supporting them in the forthcoming year.

007/17 Stakeholder Groups

ACTION: MC, IG and relevant Board Members to liaise with the stakeholder groups.

(a) River Dart Non Beneficiary Group

No meetings had been held since the last Board Meeting.

(b) River Dart Commercial Users Group (CUG).

The next meeting was due on 23rd January at 1900 hrs at the Dartmouth Yacht Club.

(c) Association of Dart River User Clubs (ADRUC)

No meeting had taken place and the date of the next meeting had not yet been circulated.

008/17 Minutes of the Meeting held on 14th November 2016.

It was proposed by MH and seconded by OH with all in favour "that the minutes represented a true record of the meeting".

009/17 Matters Arising from the Minutes of the Meeting held on 14th November 2016.

NB: Italics show the minute number and subject from the November Board meeting.

7.1 Health & Safety and Port Marine Safety Code (PMSC)

It was agreed to circulate copies of the PMSC to new Board Members as it was imperative that all Board Members have an understanding of the code.

ACTION: PJ to circulate PMSC (completed 10/01/17).

MC advised that an education programme was planned for new Board Members.

7.2 Environmental Matters

It was noted that an email update had been received from Nigel Mortimer in relation to the South Marine area. **It was agreed** to circulate to the Board.

ACTION: PJ to circulate email to the Board (completed).

7.9 Planning – Totnes Flood Defence Scheme

It was noted that work had commenced on this scheme and that NC had not heard any more from the Environment Agency.

010/17 Health & Safety and Port Marine Safety Code (PMSC)

The Moorings Manager's Operational Safety reports for November and December were circulated with the agenda. There were no health and safety issues to report.

011/17 Environmental Matters – Update

IG advised the Board that the Authority had recently resumed its membership of the AONB Estuaries Group and that a meeting was due on 17th January. IG and MC will attend. JD is not available.

It was noted that the Authority needs to be proactive to task the Estuary Officer effectively.

012/17 Young Champions Awards

IG advised that SD would be asked to take this forward.

013/17 Premier Marinas – Noss Development

RA updated the Board of the proposed development at Noss Marina by Premier Marinas. It was noted that pre-planning discussions had taken place, with the installation of marker buoys. Some feedback had been received from some stakeholders, which had been passed on to Premier Marina. No formal approval has been given at this stage, but the Authority has indicated to Premier Marinas a list of priorities for Dart Harbour. RA advised that he would be happy to put a matrix together of these requirements. It was noted that the Dart Harbour working group consisted of RA, OH, IG, MC, DW and Simon Ellyatt (Designated Person). JD advised that he would be happy to be part of this group.

ACTION: RA to supply an update on the negotiations and current situation to take the Board forward. (completed)

The Authority has received an invitation to comment on a scoping report by the Marine Management Organisation (MMO) before 13th January 2017.

ACTION: MC to respond within the deadline. (completed)

014/17 St Christophe 1

IG advised that he intended to include as much as possible in the public domain and only report matters "In Committee" if necessary for customer confidentiality purposes.

It was noted that the Authority has responded to the MAIB report and measures had been put in place.

The Authority has been advised not to deal directly with the insurers acting for the Tier 2 Oil Spill providers, in regard to the outstanding insurance issue. It was noted that negotiations were ongoing between the two insurance companies.

015/17 Volunteers

IG advised that he attended a meeting with Penny Woollams who is keen to help to move the volunteers forward. IG suggested that a letter be sent to all the ex volunteers to let them know the current situation and to advise them that the Authority would provide a boat under bareboat charter and grant them some operating costs. The volunteers will need to form a club or association with its own constitution. It was noted that to date the only communications had been with one or two individuals. The Board are very supportive of a voluntary service and that it would be beneficial to harbour users, but that the voluntary members cannot be “employed” by Dart Harbour because of the associated liability of training, insurance and health and safety.

It was agreed to write to the former volunteers.

ACTION: IG/PJ to send a letter to the former volunteers. (completed)

016/17 Elect Chairman for the Dart Harbour Pension Scheme

Following the resignation of Neil Hockaday from the Board **it was agreed** that TT represent the Authority on the Dart Harbour Pension Scheme.

ACTION: Finance Manager to inform the appropriate parties. (completed)

017/17 Deputy Harbour Master's Report

NC advised that he had no further matters to report following circulation of his report.

017/17.1 Dolphin Haven (Torbay Boat Construction)

ACTION: NC to arrange a site visit as soon as possible. (completed)

017/17.2 Noss Moorings

A discussion took place and **it was agreed** to scope the level of works needed in this area in relation to relocating Dart Harbour moorings.

ACTION: MC, NC and Moorings' Manager to scope requirements and costs of relocating moorings in the Noss area (completed).

017/17.3 Mainstream Moorings

A discussion took place about ensuring that value for money is achieved in the maintenance costs of the mainstream moorings. NC advised that this is already taking place.

017/17.4 Bayards Cove Sector Light

A discussion took place concerning the sector light in Bayards Cove. **It was agreed** to continue to investigate an alternative location for the light in view of difficulties being experienced in gaining the consent of the current property owner.

ACTION: NC/MC to continue the work already commenced. (completed).

017/17.5 Port Marine Safety Code

It was noted that good progress was being made on reviewing the risk assessments. **It was agreed** that an example of risk assessments, be brought to the next Board Meeting.

ACTION: NC to supply an example of a risk assessment and method statement for the next meeting. (completed)

017/17.6 Insurance

It was noted that discussions were planned with the Authority's insurers to gain more information about the liabilities and risks for the scrubbing grids and lone working for Yacht Taxi workers.

017/17.7 MarNis Implementation

It was noted that installation of the MarNis system would take place before the end of January.

017/17.8 Statutory Compliance

IG enquired about whether the Authority has a non EU waste facility. NC reported that the Authority is compliant with waste regulations.

018/17 Finance Report (January, April, July & October)

As TD was not present to cover this matter, KD attended to answer any queries on the Finance Report.

018/17.1 Finance Manager

KD advised that there had been a reduction in visitors' income. IG explained that this was not only a Dartmouth issue.

IG also advised that it was important to understand any trends in reducing income and waiting lists.

It was noted that the annual moorings income was the Authority's bread and butter, but that visitors' income provided the jam. The Authority needs to look at the future and to give proper consideration to this in consultation with the stakeholder groups.

It was noted that mooring chain had been purchased in December 2016, which explained the variance on the Mainstream Moorings item.

It was noted that sales on private Moorings Maintenance work was down as the Royal Dart Yacht Club and Totnes Boating Association did not require replacement chain.

018/17.2 Marketing

RA advised that in Portsmouth more positive marketing is used to ensure moorings are allocated.

MH advised that the Authority should prepare a marketing plan so as to avoid ad hoc unstructured activity. MH also advised that the changes to the European economy could be beneficial to Dart Harbour income.

It was agreed that a marketing and action plan be prepared for the Authority markets.

ACTION: MH/MC to research and prepare a marketing and action plan.

018/17.3 Strategic Plan

MC advised that he would be developing the strategic plan and trends would need to be discussed as part of that. MC had concerns over the impact of Premier Marinas on Dart Harbour's customer base.

IG identified that preference for walk ashore berths played an important role.

IG proposed that two to three Board Meetings throughout the year are used to develop policy and strategy and that the general business be covered speedily in order to move onto discussions about key issues. These discussions would be workshop based and no Board decisions taken.

It was agreed to set up 3 workshops for Board Members for planning ahead.

ACTION: IG/MC to set dates for these workshops.

018/17.4 Debt

KD advised that the only outstanding issue was in relation to the St Christophe 1 Tier 2 Response provider.

IG asked KD to explain the current process and identify who had authority for writing off bad debt. KD advised that normally letters are sent out, following which KD has a discussion with the Authority's accountant and then KD implements the write offs.

018/17.4(a) Post meeting minute. MC asked for information on the delegated limit of write offs.

018/17.5 Budgets

IG proposed that a 2% reduction on the revenue budget be considered to offset the 1.7% (average) price increases for 2017. A discussion took place.

MH advised that as a matter of principle the Board needs a feeling of the scope and scale of setting targets. The current budget was an imaginary number and MH would prefer to see line numbers in place and set the activity needed and not just the figures. MH felt that the starting point should be the activity.

IG proposed that a line by line exercise be carried out by KD for the next budget review to identify the potential for savings.

MC advised that he felt that it was unfair to pass this on to KD and thought needed to be given to where savings could be made.

IG advised that he was keen that this work take place.

MH also advised that the Authority should also consider ways of adding value.

MC advised that consideration needs to be given to long term costs, lifespans of assets and to annualise the information and that on his first day, he does not yet have enough information to hand.

JE advised that proper planning for the future needs to take place.

ACTION: MC/KD - Investigations to take place and further discussions to take place.

It was noted that January and February were the low points in the financial year before the annual invoicing takes place with the majority of income coming in during March.

019/17 Authorised Signatories (Finance)

It was **proposed and agreed that** IG, MC, TT and KD are the Authority's authorised signatories for financial matters.

ACTION: KD to make arrangements to change the signatories. (completed)

019/17.1 Lloyds Bank

It was noted that the Dartmouth branch of Lloyds Bank was closing. KD advised that negotiations are taking place with Nat West for a facility to deposit cash takings.

020/17 Correspondence

Board Members to advise on any correspondence received.

020/17.1 Freedom of Information

IG advised that a Freedom of Information request had been received on the subject of the volunteers. It was noted that the Authority was not legally obliged to the comply with the request. **It was agreed** that the request should be given consideration.

ACTION: IG/MC to discuss the Freedom of Information Request and to write to the individual outlining the DHNA position and copying the letter to all the former volunteers. (completed)

020/17.2 Private Mooring Amendment

IG advised that a request had been received for the Board to reconsider a decision concerning private mooring licences. **It was agreed** that this matter be reviewed again.

ACTION: MC to contact the mooring holder and make judgment on the dissatisfaction of the mooring concerned. (completed)

020/17.3 Waiting List Request

An email had been received from a boating association asking to join a waiting list and for the deposit to be waived for cash flow reasons. A discussion took place.

IG advised that whilst he would like to support this request, it had drawn attention to outstanding fees for harbour dues. A discussion took place and it was noted that harbour dues are used to pay for a range of facilities or services from which clubs and associations benefit and that the Authority has a policy of user pays. **It was agreed** that harbour dues payable by sailing clubs and boating associations be reviewed across the whole estuary.

ACTION: IG/MC to investigate further.

021/17 Any Other Business

021/17.1 Vice Chairman

A discussion took place and **it was agreed** that nominations and election of a new Vice Chairman would be included on the agenda for the February Board Meeting.

ACTION: Board Members to give consideration to this and to supply nominations to the February Board Meeting.

021/17.2 Visiting Ships

It was noted that a visit by MV Saga Pearl for 28th April had been cancelled, which would mean a loss of income between £4,000 - £5,000. It was noted that it is normal to lose approximately 10% of booked cruise ships.

DW advised that the All Leisure Group, which included the cruise line, Swan Hellenic had gone into liquidation. It was noted that this did not currently affect ships booked with Dart Harbour, but may affect the total number of ships that are potential visitors to the Dart.

022/17 Move “In Committee”

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

023/17 Decisions Made “In Committee”

There were no relevant decisions to show here.

024/17 Date of next Meeting

Board Meeting – Monday 13th February 2017 – 6pm at The Totnes Boating Association, Totnes.