

## Dart Harbour and Navigation Authority

### Minutes of a Meeting of the Dart Harbour and Navigation Authority held at The Clifton Room, The Guildhall, Dartmouth on Monday 10<sup>th</sup> September 2018, commencing at 1830 hrs.

**PRESENT:** Mike Burden (MB)  
Captain Mark Cooper (MC) - Harbour Master/CEO  
Julian Distin (JJD)  
James Dodd (JD) – Vice Chairman – In the Chair  
Richard Eggleton (RE)  
John Ellwood (JE)  
Tony Tudor (TT)

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

#### 079/18 Apologies for Absence

Apologies were received from MH, ZBE, and TH. OH and TD did not attend.

#### 080/18 Minutes of the Meeting held on 9<sup>th</sup> July 2018.

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

#### 081/18 Action Grid - Status of Actions set on 9<sup>th</sup> July 2018.

##### Ongoing Actions

<b>Issue/Min No</b>	<b>003/18.1</b>
<b>Description</b>	Young Champion Award
<b>Action Required</b>	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.
<b>Status</b>	Ongoing  <i>February:</i> 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.  <i>April:</i> MC advised that there is a problem with resource to run this project. He stated that Kit Noble and Sue Pudduck are keen to take part, but they are keen for a Board Member to take an interest. Following a discussion <b>it was agreed</b> that TT be the Board Representative for the Young Champions Awards.

	<p><b>ACTION:</b> TT and MC to liaise with Sue Pudduck and Kit Noble to take forward and arrange a meeting in May. Sep: MC advised not complete – Action continues</p>
<b>Notes</b>	<p>It was noted that a nomination has been received via the website. Following discussion it was agreed that MC write to the school and award them £50 with an explanation that the scheme was under review. It was also noted that in order to continue the Young Champion Awards will need time and effort given to it by the Board. <b>It was agreed</b> that TT would contact ZBE to see if she would be interested in being the Board Champion for the Young Champions Awards. MC advised that TT had a high loading of board activity and that other Board members should fulfil this role. JD summarised that if the Board are not keen to support this initiative then a discussion should take place about whether to continue. <b>ACTION:</b> Agenderise for the November board meeting to discuss the future of the awards. <b>ACTION:</b> TT to speak to ZBE about taking over the lead on this. <b>ACTION:</b> MC to write to the school in relation to their nomination.</p>

<b>Issue/Min No</b>	<b>011/18.6</b>
<b>Description</b>	Cruise Ships
<b>Action Required</b>	MC and TT to liaise with Dartmouth Town Council to improve liaison and arrange a meeting with the mayor and David Gent.
<b>Notes</b>	It was noted that Dart Harbour are still marketing to attract cruise ships. This task would be better suited to a tourist office, for instance on decisions about shopping, leaflets and visitor experiences.
<b>Status</b>	<p>July – MC met with the Chamber of Trade to discuss cruise ship marketing on 5/6<sup>th</sup> July to inform them about the benefits of cruise ships.</p> <p>MC advised that Tricia Daniels had spotted an opportunity with a French cruise operator who are in the process of building 2 to 3 new high end 150m ships. She offered them a hospitality visit to Dartmouth and although they didn't visit they booked two ship visits for 2019. MC advised that Tricia is happy to continue with the marketing aspect now that the TIC are providing the visitor welcome.</p> <p>MC advised that the Chamber of Trade has withdrawn funding for the town crier.</p> <p>JD advised that this is not Dart Harbour business, but the Town Council's business.</p> <p>A meeting with Dartmouth Town Council is proposed and MH suggested that it would be interesting to see how the meeting with them goes.</p>
<b>Notes</b>	MC advised that at the meeting, in July, the Mayor and Cllr Gent advised they were very supportive, but wanted to get support from Town Councillors. It was noted that the matter has not yet gone to Council. MC suggested that Dart Harbour should meet with

businesses to encourage their support to welcome passengers, to volunteer to help to support the TIC and to try and link some of the business. MC gave an example of Paul Barclay providing a drawing of Sea Cloud II for the captain which was displayed so that passengers could make the connection with the picture and the business. MC advised that 1 in 5 passengers revisit destinations after a cruise. In JD's opinion cruise visits are Town Council business, and not ours, as it costs us money and Dart Harbour does not get any benefit from cruise passengers. He felt that the Town Council should be doing the meeting and greeting and generating support from local businesses.

TT advised that if Dart Harbour did not put money in the Council would probably withdraw.

MC advised that responsiveness is also a problem, for example when there is a change to arrival times. He felt that businesses need to give support in time or money. MC advised that Tricia is still doing the marketing for cruise ships on a voluntary basis. RE commented that Dart Harbour are the equivalent of 'air traffic control' and not a tour operator.

JE commented that the Council would not take responsibility and felt that it was the role of the Board to continue to support and encourage the Council and TIC.

JJD advised that the Council at the moment is more 'resident' focussed rather than representative of businesses. JJD was concerned that without a Chamber of Trade there was no audience to appeal to. JJD also felt that Dart Harbour has a wider duty, as a Trust Port to do the right thing for the community and would support Dart Harbour to continue to invest in this activity. MB advised that the Authority should make sure it is not financially disadvantaged by the activity.

**It was agreed** that there should be more PR activity around cruiseships to gradually change opinions, to continue activity and to engage with the Town Council more.

**ACTION:** MC to develop the PR strategy with the Authority's Marketing and PR Consultant and to use our own PR to change the mood of the populace.

<b>Issue/Min No</b>	<b>012/18</b>
<b>Description</b>	<b>Marketing Report</b>
<b>Action Required</b>	<p>To increase the website budget and to begin the recruitment of the PR/Marketing contractor using the principles. 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><b>ACTION:</b> MC to progress the recruitment of a PR/Marketing contractor and the website upgrade. Completed Susie Hudson lead.</p>
<b>Status</b>	<p>Ongoing</p> <p>July: Began website scoping with the first meeting with the new contractor on Friday 6 July. Contract let for scoping activity in</p>

	<p>order to provide firmer view of cost estimate for design and implementation.</p> <p>MC advised that because of the high cost of the proposed website, it had been agreed to section the work and to review, approve and pay in phases. The innovative development is hoped to ease the visitor and mooring journey through site. All staff have been involved in developing FAQs to support the development of the new site.</p> <p>MC advised that the Instagram platform is building and showing what we do on the river posted by two River Officers on a regular basis.</p> <p>The Marketing Consultant will be developing a communications plan which will show how the Authority incorporates messages from the Board into positive messages to raise the reputation of the Authority.</p>
--	---

<b>Issue/Min No</b>	<b>025/18.5      GDPR</b>
<b>Description</b>	<b>It was agreed</b> to continue to develop the GDPR road map for compliance.
<b>Action Required</b>	MB and PJ to develop further
<b>Status</b>	<p>PJ gave an update on continuing progress and MB advised that he is happy with the progress being made.</p> <p>Sept. No further action taken since the last Board meeting. It is felt that this item can be taken off the action grid and need only come back to the Board should any GDPR issues arise in the future.</p>
<b>Notes</b>	<b>ACTION:</b> MB is happy to continue to advise PJ on GDPR matter. This matter should now be removed from the Action Grid

<b>Issue/Min No</b>	<b>027/18      Pilotage Services</b>
<b>Description</b>	<p><b>It was agreed:</b></p> <p>(a) To supplement the pilotage services utilising the two Fowey Pilots already registered with DHNA as follows:</p> <p>(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.</p> <p>(c) That RE/HM conduct pilotage for vessels entering the river of less than 90m LOA.</p> <p>(d) That RE/HM conduct pilotage for all vessels anchoring outside the Castles.</p>

	(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.
<b>Action Required</b>	MH and MC to implement the decisions taken above
<b>Status</b>	<p>Ongoing:</p> <p>July: MC reported that first run of pilotage procedure approved by the Board went well and the next act of pilotage requiring Fowey assistance will be for Saga Pearl 2 during Regatta.</p> <p>MC will provide a report after the 2018 season to include any recommendations from the Fowey Pilots.</p> <p>MC advised that the first ship requiring Fowey pilots to be present for training took place in June. The process ran well and feedback was given to RE. MC explained that tugs or Hercules will be utilised when necessary to assist with pushing.</p> <p>MH summarised that it is fundamental to encourage pilotage for large vessels and that this activity requires forethought and planning.</p> <p>Sep; Ongoing the Saga Pearl II Investigation will include Pilotage RA</p>
<b>Notes</b>	<p>RE advised that the pilotage system is working and is content to complete this action. The issues surrounding the incident with Saga Pearl II will be discussed at a separate agenda item. RE advised that there will be a post pilotage wash up at next Board meeting.</p> <p>Action complete</p>

<b>Issue/Min No</b>	053/18.1
<b>Description</b>	Environment Agency MCZ Consultation
<b>Action Required</b>	MC and JD to gather more information and report back to Board Members
<b>Status</b>	Ongoing – Agenda Item for Jul 18
	Submitted and awaiting response from EA. Remove from action grid.

<b>Issue/Min No</b>	056/18.3
<b>Description</b>	Planning (MMO and SHDC) Concordat
<b>Action Required</b>	MC to write to the MP to ask why SHDC are not participating in the concordat with the MMO.
<b>Status</b>	<p>Ongoing</p> <p>July - Ongoing – SHDC said in June they are going to reply to the letter and to expect the response to be positive.</p> <p>Sept – Still no response from SHDC.</p>
<b>Notes</b>	ACTION: MC advised that he would continue to progress this and write to Sarah Wollaston (MP).

<b>Issue/Min No</b>	059/18.1
<b>Description</b>	Dartmouth Chronicle
<b>Action Required</b>	MC to lead on PR stories and any relevant press cuttings to be circulated in the weekly update
<b>Notes</b>	No significant cuttings in the last month.
<b>Status</b>	Sep: Press cuttings circulated with Agenda
	Action Complete – remove from Action Grid.

### July Meeting Actions

<b>Issue/Min No</b>	<b>066/18.1 Ferries</b>
<b>Description</b>	<b>It was agreed</b> that Dart Harbour will not unreasonably refuse or withhold licences and a definition of what is reasonable or unreasonable, should be identified
<b>Action Required</b>	MC should liaise with TT regarding the wording in relation to insurance requirements and monitor the impact of use on the Town Jetty.
<b>Status</b>	Ongoing – remove from future Action Grids
	MC asked that a criteria for insurance requirements for commercial vessels based outside the port be agreed. MC advise that he did not have a firm idea what the level should be. The current situation is that these vessels are required to meet the same conditions as annual berth holders, which is an indemnity of £3m. JJD advised that SHDC require £5m for 12 person vessels, but cannot source less than £10m. It was noted that the MCA set limits and MC should check with the MCA. TT also felt that consideration should be given to contingency insurance for accidents arising from uninsured vessels (eg jet skis). <b>ACTION:</b> TT to prepare a report to the next Board meeting to set criteria for commercial operators for insurance and other certification.

<b>Issue/Min No</b>	072/18
<b>Description</b>	<b>Draft Deed between SHDC and Dart Harbour</b>
<b>Action Required</b>	MC and TT to input to the wording in relation to the Act.
<b>Notes</b>	
<b>Status</b>	Sept. TT/MC to continue to develop wording for Management Agreement for SHDC.

<b>Issue/Min No</b>	<b>073/18 Environment Agency MCZ Consultation</b>
<b>Description</b>	It was <b>proposed</b> by MH and <b>seconded</b> by JD with all in favour that MC prepare a response following appropriate consultation with the stakeholder groups to state that Dart Harbour is unable to support the proposed MCZ because:-  a) The Dart Harbour and Navigation Authority (DHNA) Board have been unable to assess the potential impact of the

	<p>designation of the Dart MCZ on the future of the river owing to the lack of clarity over the potential impact and no detail at all on potential management measures in the consultation documentation (Ref A-D).</p> <p>b) Discussion with staff from other ports and harbours suggests there could be significant impact on the Harbour Authority and river-based recreation and commercial activity which would in turn impact upon the economy of the communities on and around the river. Without an understanding of the detail of management measures and the impact these will have, DHNA object to the establishment of the Dart MCZ.</p>
<b>Action Required</b>	MC to complete consultation with stakeholder groups and respond to the consultation by 20 <sup>th</sup> July.
<b>Status</b>	Action complete

<b>Issue/Min No</b>	<b>074/18 Capital Plan and Cash Reserve</b>
<b>Description</b>	<p>The Board considered reports and it was <b>proposed</b> by MH <b>seconded</b> by JD with <b>all in favour</b> to:</p> <ul style="list-style-type: none"> <li>a. Set the cash reserve at £640k for 2018 and adjust this as required in future years based on RPI.</li> <li>b. Revise capital budget as follows with HM monitoring the expenditure to ensure that funds do not drop below the cash reserve.</li> <li>c. Engage Treasury Services and Conduct advance planning of the following years capital expenditure in advance of the budget meeting.</li> </ul>
<b>Action Required</b>	MC to implement the cash reserve, capital budget and engage treasury services during September 2018.
<b>Status</b>	Sep: Ongoing

**082/18 Urgent Business brought forward at the discretion of the Chairman**

There was no urgent business.

**083/18 Declarations of Interest**

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

There was no change in previously recorded interests.

## **084/18 Questions from the Public.**

Alan Sherratt (AS) was present and asked three questions.

**084/18.1 Life Rings.** AS had noted that there seemed to only be a few life rings along the length of the Embankment in Dartmouth and asked whether the Authority felt there should be more.

MC advised that he was not aware of any incidences where life rings had been deployed and it was noted that SHDC were responsible for the life rings located on the Embankment. MC advised that ladders located on pontoons were more important as it is very difficult to get out of the water. He stated that it was proposed to mark the tops of piles where ladders are situated and circulate a newsletter to customers to advise of the technique to use ladders. All pontoons are checked regularly.

**084/18.2 British Ports Association (Alcohol and Substance Abuse).** AS asked whether Dart Harbour were responding to the BPA request for reports on incidents involving alcohol or substance abuse.

MC advised that the biggest incident in this category involved the vessel Seraphica during 2006. MC also advised that different ports have different views and that the MCA and RYA back away from this as it is a very sensitive area. JJD advised that there is also a policing issue as the Authority does not have the capacity to police it in the port. RE advised that the police can prosecute offenders if in command of a boat, under the Merchant Shipping Act. MC advised that there is a way to prosecute if required, if the Authority can demonstrate the unsafe operating of craft.

**084/18.3 Health care in Dartmouth.** AS asked whether Dart Harbour has a view about the inadequate ambulance response times in Dartmouth.

MC stated that Dart Harbour worked with the Regatta Committee on their method of responding to medical incidents during Regatta. Postcodes for a variety of landing places were provided to aid ambulances locate casualties. Dart Harbour can also help to co-ordinate and liaise with the coastguard and lifeboat. TT advised that the Dartmouth doctor's surgery had obtained some funding to offer some assistance for minor injuries.

## **085/18 Stakeholder Groups**

### **085/18.1 River Dart Non Beneficiary Group (Non Bens)**

There had been no meeting.

### **085/18.2 River Dart Commercial Users Group (CUG)**

There had been no meeting.

### **085/18.3 Association of Dart River User Clubs (ADRUC)**

There had been no meeting.



#### **085/18.4 Dart Estuary Forum**

There had been no meeting

#### **086/18 Operational Report (including PMSC and Safety)**

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

##### **086/18.1 Pilotage**

MC advised that there are 28 skippers requiring pilotage exemption certificates and that pilotage exemption validation trips need to be carried out for all skippers each year. MC advised that he had trained two staff members, with experience of skippering river trips, to assist in carrying out the validation trips. All new skippers will have their trip carried out by MC and annual renewals can be done by the trained River Officers. A syllabus and set of questions has been agreed and the process is going well.

RE advised that a review of pilotage will be undertaken.

##### **086/18.2 Mooring allocations.**

MC advised that the 18 unallocated down river moorings were mainly in the LWL/DA/DB area and had arisen because of the need to provide spaces to install the bridge between DA/DB pontoon. In the future, the area close to the bridge will be used for visiting vessels.

##### **086/18.3 Swim Area – South Embankment**

MC advised that a swimming area installed close to the Yacht Club Pontoon off the South Embankment has not reduced risk to swimmers from boats, but helped to make it clear where swimmers can jump from, which is considered to be the safest area along the embankment. MC advised that he had spoken to Dartmouth Yacht Club about some incidents that had occurred between swimmers and boats and in response had put a swimming rope to show the best place for swimmers to use and felt that this had reduced the risk. It was noted that the young people were not going to stop jumping and that the swimming rope provided the best solution. JJD asked whether there was a danger of creating an invitation for swimmers to jump in. MC responded that there was a campaign with the RNLI during 2017 to speak to local schools and give general advice. The RNLI had a handbook giving general advice. Initially the top of the yacht club pontoon was put out of use by boats. MC advised that he had no authority to control the jumpers, but did have powers to control the boats. The Board supported the stance being taken as this was the safest option.

##### **086/18.4 Risk Assessments**

MC advised that Risk Assessment 059 had been updated to include the operation of a forward looking camera to improve and aid visibility from Hercules when fully loaded with skips.

## **086/18.5 Regatta Visiting Vessels.**

MC advised that he had carried out some analysis of visiting boats of 2017 over 2018, which showed an £8,500 difference. On drilling down it was found that the increase in figures comes from early in the year and could be associated with the fine weather in May/June 2018. It was also noted that significantly different people were visiting with fewer motor boats. It had also been identified that more annual HDs had been paid.

## **087/18 Correspondence**

Board Members to advise on any correspondence received.

### **087/18.1 Letter from Dittisham resident.**

MC summarised the content of a letter sent to the Chairman about the Dittisham temporary pontoon, that had raised safety concerns in relation to the size of vessels and duration of stays on the pontoon. The letter stated that oversized ribs were using the pontoon, that vessels were staying on the pontoon over night and that the facility was not being policed effectively. MC advised that he had removed the pontoon a week earlier than planned because of the safety concerns raised in the letter. MC advised that he had also received further correspondence which contradicted this letter and was in support of the pontoon remaining. MC proposed that the Authority involves Dittisham Parish Council to assist in developing a policy and usage guidelines for the temporary pontoon at Dittisham.

A discussion took place and the following comments made by Board Members.

JE felt that the extra demand by large ribs is because of an increase in drystacking.

JJD advised that we need to police our own policies and that if ribs that are clearly above length limit, then it is our policing issue.

MC responded that during busy periods, eg Dittisham regatta, Rock on Beach the pontoon is policed and there had been no incidents reported for safety purposes.

MC advised that the complainant was a keen supporter of the pontoon during 2017 and that the local person who was assisting Dart Harbour to police the pontoon, cannot police it all the time.

MB advised that as soon as the extension was installed it became more difficult to get on the pontoon and dinghies were staying on overnight.

MC advised that the Authority should not make it difficult for users out of season. There are three months when it is really busy, but the rest of time there is plenty of room.

MB advised that it is not just about Dittisham, but about the general increase in large ribs, which is becoming an issue about how you get ashore. In Dittisham the Greenway ferry service stops at 5pm which does not help. The Board should think strategically about large ribs.

**It was agreed** to take no further action but to ask the Parish Council to carry out some research and to come back to Dart Harbour with the best usage options for the pontoon.

**ACTION:** MC to draft a response for the Chairman to the complainant.

#### **088/18 Dartmouth Scrubbing Grid**

It was noted that Dart Harbour are still waiting for a response from SHDC. MC advised that the system appears to be working better and no-one is using the Dartmouth grid without permission since a sign was placed to warn that if the grid is used without permission, it may affect their insurance. MC advised that users need to read a safety notice and sign to say they have read it. MC advised that he is taking a risk, but does not know what else to do. RE advised that the Board need to provide approval for MC to continue this interim system. **This was agreed.**

#### **089/18 Board Meetings 2019**

Board members had been asked to indicate which was the best day of the week to hold monthly Board meeting. The consensus was that Tuesday evening would be the preferred day.

**It was agreed** to change the regular meeting day of the Board from the second Monday of the month to the second Tuesday of the month from January 2019.

**ACTION:** PJ to circulate 2019 Board meeting dates and venues for 2019.

#### **090/18 Board Member Recruitment 2019**

JD asked board members to indicate if they wished to continue on the Board after December 2018. All present indicated that they intended to continue on the Board. PJ advised that MH had indicated that OH would be stepping down in December.

Following a discussion **it was agreed that:-**

- a) one or two new Board Members could be recruited for 2019 and that the areas of expertise required should be merchant shipping experience and structural engineering;
- b) the selection panel to include Sir Geoffrey Newman, Chairman and representatives from all three Stakeholder groups;
- c) The selection panel would be asked to approve the re-appointment for a further three year terms for JE, MH and JD; and
- d) the selection panel be asked to recommend that RE be appointed as a full Board Member for 2019.

**ACTION:** MC to redraft the Board Member vacancy advert and to contact the selection panel.

#### **091/18 Budget Update**

MC circulated a revised capital budget sheet and a revised comparison of performance against bank forecast. MC advised that the accountant had indicated that by spending more than £200k on capital, this would qualify exemption of £200k on corporation tax. It

was noted that the capital budget was up by £93k because of mooring redesign and private mooring work carried out. If the proposed budget carries on the Authority will be exempt from corporation tax. This created a slightly more relaxed position and the Authority will be able to increase the cash reserve by £200k per year without having to pay corporation tax.

## **092/18      Saga Pearl II**

Following the collision of the Saga Pearl II with 4 yachts moored in the Bight, Dart Harbour has initiated a review to ensure any underlying issues are identified and we learn from the incident.

The MAIB has asked that we inform them of our findings.

The approach agreed at present is as follows:

- a) Statements received from ship's captain, pilot, observing pilot - **complete**
- b) DP takes a view of whether we did what we said we would do in the pilotage policy, looks at the pilotage risk assessment; he may need support from a master mariner to do the second element - **started**
- c) Seek a master mariner overview of the key ship handling issues, challenges and practices and asking any further questions of the ship or anyone else which are deemed necessary. The observing pilot will be asked to build on his initial statement to build this overview - **briefed on 10 September**
- d) Develop a set of initial findings and recommendations - RE to develop from the various inputs
- e) Test findings and recommendations for completeness - David Vaughan (HM, Teignmouth) and DP
- f) Finalised findings and recommendations to be presented to the November board meeting by the DP
- g) Board discusses recommendations and provides direction accordingly.

The Chairman will be updating the MAIB on our intentions and progress to date.

It is noted that the Saga Pearl II left without incident, and Tenacious was moved onto a variety of moorings including Town Jetty without incident, during the same week.

We have a further large ship movement in late September, with RE as the Pilot (as shown in the movements list), and again supported by Falmouth tug and pilot.

Having reviewed the statements made, a number of immediate changes will be made for this late September movement:

- i) We will move the moored yachts to a different location for the duration of the movement. The mooring location is currently within the deepest part of the channel.
- ii) The pilot will ensure there is time following Master/Pilot Exchange (MPX) for ship handling characteristics to be assessed prior to manoeuvres being initiated.
- iii) Again, consideration is given to the most appropriate use of the tug given the conditions faced on the day, in discussion between the Pilot and the Ships Master.

A range of discussions have taken place between the DP, MC, RE and MH to ensure we are looking closely at the incident and making sure that any learnings from it are taken on board and embedded.

RE advised that he was aware of the public opinion surrounding the tug and as a master mariner he categorically stressed that the tug should not have been moved to push the ship as it would have had a negative impact on the path of the ship. RE stressed that the tug was present as part of a back-up plan in the event of the ship losing all power.

MC advised that the DP should be offering advice to the Chairman on what due process should be.

RE advised that had this been a big incident then it would have to be independently assessed. However, although there was much media coverage the event was not a big incident.

It was noted that the Authority is investigating the incident in a very robust way.

## **Resolution**

It was unanimously agreed that the Authority respond according to Action Plan.

**ACTION:** RE and the DP to report to the Board in November.

## **093/18 Any Other Business**

### **093/18.1 Proposal for Consultation Approach for Development Activity**

JJD presented a report prepared by the Chairman, as follows:-

During the July Board meeting, we developed an outline approach for consultation needed for development activity, where either an enhancement to a DHNA facility is suggested, or an entirely new development is suggested. Repair and approximately like for like replacement are not covered by this.

Two primary reasons to do this exist: Firstly, we need to be clear about the approach to consultation that we want to take, including the recording of outcomes from those consultations. Secondly, we want to be clear who is involved in each consultation, both from DHNA and which stakeholders are to be consulted.

Enhancements are where we are improving an existing facility which has limited visual impact on the surrounding area, but is a distinct change to the facility in some way. Examples would include the DA/DB join up, where there is a limited visual change, but there is a change in functionality. Upgrades to the Commercial Fishing pontoons are likely to fall into the same category.

New Development is a proposed change where the facility is effectively a new or significant change in use, resulting in both a change in a provision of service, and/or a dramatic visual change. An example of this would be the potential to extend DC pontoon.

**Proposal 1:** the definitions outlined above are accepted as being used for enhancement and new development, or are modified following discussion.

## Consultation approaches

**Enhancements:** it is proposed that for any enhancements, and for each enhancement, a working group of the harbour master plus a minimum of 2 board members take on the consultation process, which is agreed in the board meeting in which it is raised. The consultees for that enhancement will be agreed in the board meeting, taken from a list of:

1. Relevant town /district/parish councils
2. CUG
3. ADRUC
4. Non Bens
5. stakeholders affected by any proposal

The consultation will consist of a clear description of the proposed enhancement and any pertinent drawings or visual submissions, a request for feedback and a date for feedback within 30 days. Allowance will be made if more time is required.

The feedback will be summarised, appropriate amendments to proposals suggested, and a final proposal for board approval made which will include feedback received.

**New Developments:** it is proposed that for any new developments, and for each new development, a working group of the harbour master plus a minimum of 3 board members take on the consultation process, which is agreed in the board meeting in which it is raised. The consultees for that new development will be agreed in the board meeting, taken from a list of:

1. Relevant town /district/parish councils
2. CUG
3. ADRUC
4. Non Bens
5. AONB representative
6. Duchy of Cornwall
7. Others as suggested
8. stakeholders affected by any proposal

The consultation will consist of a clear description of the proposed enhancement and any pertinent drawings or visual submissions, a request for feedback and a date for feedback within 45 days. Allowance will be made if more time is required.

The feedback will be summarised, appropriate amendments to proposals suggested, and a second round of consultation to take place if needed. A final proposal for board approval will be made which will include feedback received and any amendments made.

A log of Consultation approaches being undertaken will be maintained by the Harbour Office, which will also assist in chasing responses from consultees, and chase progress by the relevant working group.

The board has the opportunity to turn down any particular enhancement or new development either when it is introduced or within the board meeting at which it is discussed following consultation.

It is suggested that this approach is used for 12 months from the point of agreement, then any enhancements or updates are made to it.

**Proposal 2:** The consultation approach for enhancements and new developments suggested above is adopted, or modified following discussion.

It was proposed by JJD and seconded by JD, with all in favour to adopt Proposal 1 above.

**ACTION:** PJ to put the consultation approaches into place and to publicise on the website. PJ to liaise with parish councils and stakeholder groups for their meeting schedules.

#### **093/18.2 RNLI – New lifeboat,**

RE advised that the Dartmouth RNLI ask him to pass on the appreciation of the RNLI for the support given by Dart Harbour for their new lifeboat.

#### **093/18.3 SDAONB – Steering Group Members**

Advised that the South Devon AONB are looking for steering group members. JJD did consider applying, but had not yet sent for the application.

#### **093/18.4 Low Level Turbines – Power generation**

JD advised that he had been approached by a French company that manufactures low level turbines to generate power underneath pontoons. It was considered that the authority should keep an eye on technology but that the time is not right for such a study at this stage. MC advised that there are easier targets to generate green energy (eg solar panels on the Hoodown workshop).

#### **093/18.5 Pubic Slipway Trust**

MB advised that the Public Slipway Trust want to meet with the Board to explain their plans. **It was agreed** to invite them to give a presentation at the beginning of the October workshop meeting.

**ACTION:** MB to communicate this to the Trust.

#### **094/18 Move “In Committee”**

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

#### **IC 095/18 Decisions Made “In Committee”**

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

#### **096/18 Date of next Meeting**

**Monday 8<sup>th</sup> October 2018 at the Clifton Room, The Guildhall, Dartmouth at 1800 hrs – Workshop Meeting – No Public – Presentation by Public Slipway Trust, Topic 2019 Budget Planning.**