

Dart Harbour and Navigation Authority

Minutes of a Meeting of the Dart Harbour and Navigation Authority held in The Studio at the Flavel Centre, Flavel Place, Dartmouth, on Monday 14th November 2011, commencing at 1400 hrs.

PRESENT:	Mr N Hockaday	Chairman
	Mr J Scott	Vice Chairman
	Mr O Hill	
	Mr J Murtagh	
	Mr T Pollard	
	Ms S Pudduck	
	Mr R Giles	Harbour Master
IN ATTENDANCE:	Ms P Johns	Senior Administrator
	Mr N Clarence	Assistant Harbour Master

1. Apologies for Absence

Apologies were received from Mrs Meacock and Mr Cast.

2. Questions from the Public

There were 7 members of the public present with two from the University of Plymouth. There were no questions.

3. Stakeholder Groups

- 3.1 **River Dart Non Beneficiary Group** - The Harbour Master advised that the proposed litter pick along the Dart would be supported by the Authority to collect the waste in bags from suitable locations using the barge.
- 3.2 **Commercial Users Group (CUG)** – Mr Phil Sheardown, Chairman of the CUG, advised that the chairmen of all the stakeholder groups would be meeting to endorse the appointment to the selection panel who appoint Dart Harbour board members in the New Year.
- 3.3 **Association of Dart River User Clubs (ADRUC)** – The Harbour Master reported on a positive meeting held with ADRUC. At the meeting they had agreed to meet three times per annum. Lesley Jenkins had offered to act as secretary to the group.

4. Minutes of Meeting held on 10th October 2011

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

5. Matters Arising from Minutes held on 10^h October 2011

Young Champion Awards

Mr Scott asked that a letter of thanks be sent to both the river boat companies who supported the Young Champion Award School River Trips.

ACTION: Senior Administrator

Finance Report (Invoices to Shipping Agents)

Mr Pollard advised that this income is now coming in.

Waiting List

Mr Scott advised that a meeting had taken place to consider progress on the actions highlighted in the Moorings' Policy. The Harbour Master explained that an investigation had taken place into how to make the information more visible on the website using IT solutions. This had highlighted that the many different lists, boat lengths and multiple opportunities for customers to be on more than one list made an IT solution too complicated and expensive to implement effectively. It had therefore been decided to create a new web page on the website which would have information on how Dart Harbour operates the waiting list policy, how to apply, explanations about the different waiting list areas, how applicants can find out about their position on the list, give information about a telephone helpdesk service to assist applicants and provide guidelines about waiting times on each list.

It was agreed to take this forward as an action.

ACTION: Senior Administrator.

It was also noted that a master copy of the Moorings' Policy was being annotated with changes in readiness for the next review.

6 Agenda Items

6.1 Forward Vision

Ms Pudduck advised that the Authority has agreed to work with the University of Plymouth as the preferred provider of research into trends affecting the harbour for the Forward Vision document. Dr Steve Fletcher was present from the university and a meeting prior to the board meeting had set the ball rolling. The university will now be putting the project together and further reports will follow as appropriate.

The Chairman advised that the university will be applying emerging trends and provide information to assist the board in deciding future projects. In the past the emerging cruise ship market was a key factor in helping the board decide its way forward and the development of the Destination South West cruise ship campaign for ports.

6.2 Stoke Gabriel Pontoon

The Harbour Master thanked Neil Millward for his suggestion to manage the Stoke Gabriel Pontoon by the Stoke Gabriel Boating Association (SGBA). However he advised that Dart Harbour are best placed to manage the pontoon. In the future new mooring contracts will be renewed annually requiring a signature from berth holders. This would assist in making management more transparent and highlight any discrepancies. The Harbour Master advised that the SGBA would face more challenge from customers than the Authority over the management of the pontoon.

The Harbour Master recommended that the Board reject the proposal and continue to manage the Stoke Gabriel Pontoon.

Mr Hill advised that the Authority has a statutory duty and cannot delegate. If the Authority delegated the management it would still have the duty and therefore it is impractical to delegate.

Mr Scott felt that it would be difficult for the Authority to manage the facility if delegated to SGBA.

The Harbour Master explained that the SGBA would continue to be consulted.

It was noted that more pontoon berths are required for berth holders with boats on main moorings and that there were now large numbers of small day boats occupying the pontoon.

Oversize issues were also mentioned that some vessels were too large for the pontoon.

The proposal is not in keeping with the Moorings' Policy which was agreed after public consultation. The Board accepted that they would like to see the facilities used correctly but it is the Authority's duty to run the management of the pontoon.

It was suggested by SGBA that a precedent existed whereby by the Totnes Boating Association were given the management of the moorings at Totnes. Investigation would take place into whether a precedent had been set, but it was not felt that this was the case.

The Chairman advised that he was not ignoring the issues but would carry forward.

It was agreed that Dart Harbour continue to manage the Stoke Gabriel Pontoon but to continue to consult with SGBA before, during and after the installation of the new pontoon.

ACTION: Harbour Master.

6.3 Board Reselection

It was noted that no Board members were leaving in this year and that the Selection Panel had agreed to the board members continuing for a further period and that there was no need to carry out recruitment.

6.4 Annual Meeting

The Annual Meeting is taking place on 5th December at the Flavel Centre, Dartmouth and Board were happy with the proposed programme.

6.5 Noss on Dart

The Harbour Master advised that no further updates had been received and he had emailed to find out more. There was some concern that maintenance on some Noss moorings did not appear to be taking place. **It was agreed** to follow up the mooring maintenance at Noss.

ACTION: Harbour Master to follow up with Noss Marina Ltd.

6.2 Friends of Dart Harbour (FODH)

Mr Scott advised that further work was needed to make the scheme work. He advised that the group were keen to participate.

6.3 Health & Safety

There are no significant Health and Safety issues to report.

The Harbour Master advised that a health and safety audit by our insurers was due at the beginning of December. Good progress is being made on preparing for the audit.

The Harbour Master also advised that Mr Simon Ellyatt has been approached to act as the Authority's Designated Person in regard to compliance with the Port Marine Safety Code.

The Board approved this appointment in view of Mr Ellyatt's CV in maritime safety related issues.

6.4 Environmental Matters

The Harbour Master advised that the progress with regards to MCZ's would need to be chased through DEFRA. It was noted that the Finding Sanctuary project was now being wound down. **It was agreed** to take the lead to ascertain the current state of play for MCZs affecting the Dart and to liaise with the Estuary Officer.

Regarding the bacterial levels in the oyster fishery, it was noted that no further reports had been received.

6.5 Young Champion Awards

Ms Pudduck reported that the schools trips had been a great success and that a meeting had also taken place following which, Phil Scoble had been asked to prepare a report for the 2012 scheme. A budget has been approved and **it was agreed** to proceed for 2012.

The prize giving for the winners of the 2011 scheme will take place at the Annual Meeting on 5th December.

7. Reports

7.1 CEO Report

The CEO Report was noted and particular reference was made to the following sections of the report:-

2.10.1 Hoodown Phase 1

The Harbour Master advised that the project is nearing completion with the contract complete by the next Board meeting. There will follow some work by Dart Harbour staff to get the site ready for full operation. This will include health and safety signing, relocation of equipment, setting up the workshop and jetty side facilities.

It is proposed to hold an open day at Hoodown following completion to give an opportunity to show people around the facility and to explain how useful the facility will be for the future investment in the river for both up river and down river stakeholders.

The Chairman advised that the authority has around 360 pontoons which all require maintenance and are in the region of 15 to 20 years old. A 10 year refurbishment programme will be needed carried out on a rolling maintenance programme.

There had been an interview with the Harbour Master about the Hoodown project in the By The Dart magazine in November.

2.10.4 DA/DB Pontoon Re Piling

Work to replace 7 worn out piles will take place in December and piles will also be installed for movement of the Dartmouth dinghy rack to the low water landing. The dinghy rack will be moved once proper preparation has been completed, and when staff resources become available.

4.1.1. Pilotage

The Harbour Master advised that the Authority now had two pilots with unlimited authorisation and two with limited authority. The Chairman advised that Captain White will stop piloting in a year or two and that good progress is being made to ensure continued pilotage cover is maintained.

4.41 Dredging

In order to improve berth depths for DA / DB pontoons, a bathymetric and core sample survey of the area has been commissioned . Subject to satisfactory survey results, the dredging work is scheduled for late February. A further report will be made in January.

It was also noted that model dredging and siltation scenarios will also be available to demonstrate any siltation arising from the installation of the new slipway.

It was also noted that HMS Protector carried out a survey of the river bed while in the river and had provided the Harbour Office with a copy of the results. **It was agreed** this was a good partnership project with H M Navy.

4.6.2.2 Town Jetty Bridge and Landing Stage

The Harbour Master advised that the Town Jetty will be closed to the public for approx 10 days which the bridge and landing stage are replaced by South Hams District Council (SHDC). A taxi driver will provide transport for the vessels occupying the Town Jetty in the winter while the bridge is out of use, this service will be recharged to SHDC. The replacement bridge will be installed in two parts so that in future further refurbishments can be carried out without losing the access to the pontoon.

7.2 Finance Reports

Bank Accounts

	October 2010	October 2011
DHNA	£75,992.57	£35,650.69
Cater	£1,242,950.8	£849,633.92
Pilot	£6,317.56	12,409.88
Waiting List	£117,255.51	122,055.00

Mr Pollard reported that, as expected, cash was down £434,000 on the equivalent time last year and £140,000 down on last month, primarily due to the expenditure on Hoodown. Spend to date on Hoodown amounted to £555,000.

Overall the Authority's finances are in good condition and proposals for 2012 pricing will be discussed "In Committee".

It was noted that the electricity costs had risen and that an explanation should be prepared to ascertain how the costs accrued. Ms Pudduck asked if energy saving bulbs were used on the pontoons. The Harbour Master advised that he would investigate.

On a positive note, Mr Pollard advised that the Authority would be receiving £71,000 VAT back.

8. Any Other Business

Thanks to staff.

The Harbour Master advised that there had been a busy time for staff and he wanted to pass on his appreciation to them for running the river and handling ships with enthusiasm and excellent feedback has been received from customers. The Harbour Master's appreciation was endorsed by the Board.

9. Move into Committee

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

10. Decisions made “In Committee”

It was proposed by Mr Hill and seconded by Mr Murtagh, with all in favour ***“to ratify decisions made In Committee”***

11. Date of next Meeting – Monday 12th December 2011 at the Flavel Centre, Dartmouth at 2.00pm.