

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 11th July 2011, commencing at 1400 hrs.

PRESENT:

Mr J Scott	Vice Chairman (in the Chair)
Mr M Cast	
Mr O Hill	
Ms H Meacock	
Mr J Murtagh	
Mr T Pollard	
Ms S Pudduck	
Mr R Giles	Harbour Master

IN ATTENDANCE:

Ms P Johns	Senior Administrator
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1. Apologies for Absence

Mr N Hockaday, Chairman.

2. Questions from the Public

There were 15 members of the public present.

Mr T Cranmer spoke regarding the policy for dinghy berthing in Dartmouth. In particular he made reference as follows:-

- The North Embankment has not been suitable for berthing dinghies since it was rebuilt by South Hams District Council (SHDC), the overhanging lip means that dinghies get trapped underneath.
- Tender berths have not kept pace with the increase in the number of main yacht moorings in Dartmouth.
- Another pontoon is required for locals and another dinghy rack would also be required to satisfy demand for dinghy space.
- Suggested a solution for the North Embankment for the installation of wooden fender boards which would prevent the dinghies from becoming trapped by the overhang.

The Vice-Chairman thanked Mr Cranmer for his comments and advised that the Authority (as identified from public consultation during the Moorings' Policy review in 2010) was conscious of the need for enhanced dinghy facilities, especially in Dartmouth.

The Harbour Master explained that Dart Harbour do not own the embankment, but does work closely with SHDC on riverside projects (currently public slipway and the Town Jetty bridge refurbishment). A meeting is due shortly and the Harbour Master advised that he would highlight this particular issue to the Council.

The Harbour Master welcomed the public interest and thanked so many for coming to the meeting, which would provide a starting point for dialogue. The Authority has no intention of creating a locals only waiting list. The Moorings' Policy review was clear that a 'locals' system is open to abuse and that the current waiting list system for berths is appropriate for all.

It was agreed to report back on progress made with SHDC concerning the North Embankment in September.

ACTION: Harbour Master.

There was public concern over the lack of communication to boat owners of the policy for dinghy stays and the enforcement and administration of the green pontoon on the North Embankment.

The Harbour Master advised that wherever possible boat owners had been advised about the policy concerning the short stay dinghy facilities in Dartmouth and a Local Notice for Mariners had been issued. The boats which were removed by the Authority from the Green pontoon were boats that have no permanent berth. The pontoon is not a facility for the permanent berthing of dinghies. The Authority has a duty to the berth holders who are allocated and pay for dinghy berths. The Harbour Master is legally empowered to move boats with the appropriate level of warning given.

The green pontoon was installed three years ago with no particular policy. The Harbour Master advised that he now needs to be clear about the berthing conditions for the pontoon and the 12 hour limit is reasonable to enable commuting river users to land a dinghy to enable a long stay in town. It is not a location for the permanent berthing of dinghies.

Dart Harbour has a user pays policy whereby facilities provided for customers are paid for by the customers using the facility. The members of the public present indicated that they would be prepared to pay to use such facilities. No member of the public disputed the 12 hour policy.

Mr Steve Bailey was not happy with the manner in which the green pontoon is being policed and the dinghy policy enforced. His boat was moved away and he informed the police that the dinghy had been stolen and that criminal damage had taken place, he had not been notified by the Authority that the dinghy was being moved.

The Harbour Master responded that he had tasked a member of staff to inform boat owners that they had 5 days in which to move their boats, had issued a Local Notice For Mariners and phone calls had been made to as many boat owners as possible to advise them about the rules. The remaining vessels were towed away. No damage occurred. Where dinghies were chained to the pontoon, the top link was cut to free the boat from the pontoon, this is within the powers of the Harbour Master and does not render the dinghy damaged, just a very slightly shorter chain. Vessels were moved to the wall where they were being allowed to remain.

The policy that has been set now needs to be enforced.

The Harbour Master reminded the members of the public about the Dart Harbour Stakeholder Groups and advised that the ADRUC group was available to represent the views of leisure users, with CUG for commercial users.

The Vice Chairman advised all present that consultation will take place following the busy summer period to review the dinghy berthing facilities in Dartmouth. Members of the public should feel able to contact the Harbour Office to see the Harbour Master if they felt they needed to make further contact.

Mr Brian Woodgate asked what action was being taken to enforce the passenger numbers and routes taken at times by some ferries operating on the river, as well as the excessive speed of some of the ferries. The Harbour Master advised that inspections will be taking place regularly to ensure the regulations were being complied with.

It was agreed to report back to the Board in September.

ACTION: Harbour Master.

The public question session was closed at 2.30pm.

3. Stakeholder Groups

3.1 River Dart Non Beneficiary Group – The next meeting is scheduled for 21st July.

3.2 Commercial Users Group – The next CUG meeting is scheduled for 12th September 2011.

3.3 Association of Dart River User Clubs (ADRUC) – **It was agreed** to approach and encourage ADRUC for a formal meeting system for this group.

ACTION: Harbour Master.

4. Minutes of Meeting held on 13th June 2011

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

5. Matters Arising from Minutes held on 13th June 2011

Creeping Moorings, Dittisham

The Harbour Master reported that the correct number of moorings were located at Dittisham, they were evenly spaced and were not located too far south. This matter is now closed.

Maypool Boat House

It was noted that planning approval has been given to this application. The applicant has extended the Duchy lease for fundus at the site and a decision had been taken not to appeal against this decision.

6 Agenda Items

6.1 Noss on Dart

Nothing to report. The Harbour Master is awaiting a response from Noss Marina Ltd. Mr Hill advised that the planning permission is not granted because a S106 Agreement has not been finalised between SHDC and Noss Marina Ltd.

6.2 Friends of Dart Harbour (FODH)

Mr Cast reported that a successful meeting was held on 23rd June. It was noted that no minutes have yet been received from this meeting. **It was agreed** to follow up the minutes with FODH and to amend the FODH list in light of a change in circumstances.

ACTION: Senior Administrator.

6.3 Health & Safety

There are no significant Health and Safety issues to report.

6.4 Environmental Matters

Nothing further to report from the June Board meeting. The Harbour Master reported that the process for the MCZs continues and he will report on any developments.

6.5 Young Champion Awards

Ms Pudduck advised that four meetings have taken place since the last Board meeting to move the scheme forward and to commence judging the entries received. The judging panel are visiting three shortlisted primary schools to meet the children and to find out more about the projects they have put forward.

To help to boost entries for the 2012 Young Champion Awards the working group have arranged with Greenway Ferries and intend to approach Dartmouth River Boat Company to put on free field trips for schools in the catchment area on the river Dart to give them some information about the river and to encourage schools to enter the award scheme in 2012.

Mrs Pudduck also reported that positive feedback and a mention of the Young Champion Award scheme had arisen as a result of Josh Langford's training in Falmouth when it had been mentioned that he had won the award in 2010.

7. Reports

7.1 CEO Report

The CEO Report was noted and particular reference was made to:-

2.6.2 Defaulters. The Board were made aware of two vessels detained for non payment of fees. Bold Explorer formerly owned by Devon Sailing who are now in liquidation. The Harbour Master advised that the liquidators will settle the account which will enable them to sell the boat. The Black Pig is also detained but the vessel is only good for scrap. A survey is required before the vessel can move out of the harbour. The margins are very tight for the proposed purchaser to make the enterprise profitable. The Harbour Master will report further as appropriate. The Board noted that the Authority may need to pay for a survey and should monitor vessels more closely to avoid this occurring again. **It was agreed** that the process for chasing defaulters be improved.

ACTION: Harbour Master to report back in November on the process for chasing non payment of fees.

2.6.4 Noss Trots. The Harbour Master, the Vice Chairman and Mr Murtagh visited the relocated swinging moorings north of the Noss trot on the west side of the river on 21st June. The Vice Chairman expressed grave concern that the relocation had taken place at odds with the spirit of the Moorings Policy. **It was agreed** that the moorings north of the northern-most trot moorings would be relocated at the end of the 2011/2012 moorings year, and that berth holders would be offered alternative berths.

ACTION: Harbour Master.

2.6.5 Mooring Contracts. The Harbour Master advised that the current mooring contracts are open ended with no particular end date. **It was agreed** to investigate this further with a view to developing an annual fixed term contract for renewal each year.

ACTION: Harbour Master to investigate the legal implications of changing this. Mr Hill to provide support.

2.10 Hoodown Phase 1. The Harbour Master reported that a large 10m x 4m x 4m bund for an old fuel tank had been discovered while preparing the site. There were two layers of rubble interspersed with asbestos and one of sand/oil sludge. In order to reduce waste costs the rubble had been hand sorted so as to be able to dispose of the asbestos as part of the agreed quantity for disposal. The removal of this waste will ensure the site is free from any contaminated waste. There will be an increase in cost, so the decision to delay Phase 2 was a good one. It was anticipated that the extra costs could be around £35,000 as a result of delays and the project is likely to run over by around 4 weeks. The Harbour Master reported that SMS are performing very well and this issue is not of their, or our, making. The final amount for Phase 1 is now £653,000.

Mr Hill advised that the surveyor should be notified of the existence of the bund and enquires made as to why this was not discovered as part of the site survey.

ACTION: Harbour Master.

2.10.3 ICT Project. There is a growing need to improve ICT capability at Dart Harbour in order to cut down on administration time and cost. There are a number of ways of achieving this, all provided by different contractors in different discipline areas. Examples include:

2.10.3.1 Migration of the Harbour Management System (HMS), used for storing and managing all mooring and boat data, to a Web based system from the current Access

Database system. The current system is creaking, and is a large source of inefficiency in the office, and on the river. River Officers have to call the office to find out details of moorings and boats. An afloat system would raise the level of professionalism on a river which has a high number of boats and moorings. The proposal for the Harbour Management System upgrade is offered to the Board for consideration. It was suggested that the Board consider the proposals and for a review to take place in September of the overall requirements. If a decision to proceed was made, then alterations to the systems could take place over the winter period.

2.10.3.2 Upgrade of the ICT system, including server replacement and widening of staff access to ICT, and data backup and storage. A proposal has been received for this. It is proposed to offer options as part of an overall ICT package at the September Board meeting.

2.10.3.3 Upgrade of the Website. Dart Harbour's website provider is proving difficult to contact. It is intended to source another provider if this situation continues. Scope for improvement of the website exists, such as provision of a Board Members area. The points above are of a highly technical nature. It is assessed that professional ICT consultancy help is required to bind together the different strands of ICT improvement required. It is intended to procure this consultancy service to derive a brief, a technical specification, and a high level cost, with options, for delivery of some or all of the ICT improvements that may be possible. It was suggested that the FODH be consulted for expertise help in this field.

Discussion took place and **it was agreed** to report to the Board in September.

ACTION: Harbour Master.

3.7 National Marine Apprentice. The Harbour Master asked for Board approval to appoint a National Marine Apprentice following discussions with the Noss Marine Academy (South Devon College). This will help to address the age profile of the staff and give the moral and PR benefit of development of young professionals on the river. The formal recruitment procedure will be very carefully managed by the Dart Harbour Staff. Discussion took place and **it was proposed** by Ms Pudduck, seconded by Mr Cast **with all in favour** to proceed to appoint an apprentice at Dart Harbour.

ACTION: Harbour Master.

4.1.4 Harbour Dues. The Harbour Master asked the Board to consider changing the emphasis of an "early payment discount" to a "late payment penalty". Mr Hill advised that this is not legally possible. **It was agreed** to keep the system as it is with no change at the present time, subject to review if the situation changes.

The Harbour Master reported that he had refused entry to a vessel under tow, which was being pumped out with 4 persons on board. He had gauged that there was no risk to persons onboard and therefore refused permission to enter the harbour. It is understood that the vessel returned to Exmouth where it had its original berth.

7.2 Finance Reports

Bank Accounts

	June 2010 £	June 2011 £
DHNA	217,027.86	658,056.88
Cater	1,241,154.20	947,346.70
Pilot	11,381.59	11,880.18
Waiting List	113,405.00	118,555.51

Mr Pollard advised that cash is up on last year, but that cash was down for this month, this is because of payments starting to come in for the Hoodown Phase 1 project. Mr Pollard is comfortable with progress so far this year but a clearer picture will emerge in September.

8. Any Other Business

There was none.

9. Move into Committee

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

10. Decisions made "In Committee"

It was proposed by Mrs Meacock and seconded by Mr Pollard, with all in favour "***to ratify decisions made In Committee"***"

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