

# 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 14<sup>th</sup> January 2008, commencing at 1500 hrs**

**PRESENT:** Captain David White (Chair for Item 1)  
Mr S Ellyatt Chairman  
Mr E Fleck Vice-Chairman  
Mr M Cast  
Mr J Distin  
Mr R Humphreys  
Mrs S Pudduck  
Dr J Walker

**IN ATTENDANCE:** Mrs P Johns Senior Administrator

**APOLOGIES:** Mr N Hockaday

## 1. Election of Chairman and Vice-Chairman

The Harbour Master took the chair for this item. Nominations for Chairman and Vice-Chairman were as follows:-

It was proposed by Mr Distin and seconded by Mrs Pudduck with all in favour ***“that Simon Ellyatt be re-elected as Chairman for a further year”***.

It was proposed by Mrs Pudduck and seconded by Mr Cast with all in favour ***“that Ernest Fleck be re-elected as Vice-Chairman for a further year”***.

Mr Ellyatt took the chair.

All members welcomed Mr Mike Cast to his first board meeting.

## 2. Apologies for Absence

Apologies were received from Mr Hockaday.

## 3. Questions from the Public

There were three members of the public present. Two had questions.

- (a) Mr Neil Millward, Commodore of the Stoke Gabriel Boating Association (SGBA) asked if the Board were willing to accept the SGBA proposal to replace the surface on the wooden slipway at Stoke Gabriel. Some discussion took place concerning the state of repair and the local use of the slipway. Mr Millward stated that 40 SGBA boats used the slip as well as occasional members of the public. **It was agreed** to discuss further during item 6.6 – Stoke Gabriel Project.

- (b) Mr Mike Rowley of the Commercial Users Stakeholder Group asked Dart Harbour to consider the health and usefulness of the Stakeholder Groups. **It was agreed** to discuss this at the February Board Meeting. He also asked if Dart Harbour could improve the publicity and contact methods of the Stakeholder Groups on the website. He also informed the board that he was waiting for responses from two of the other stakeholder groups to prepare a paper to accompany the Dart Harbour Spring Newsletter.

**ACTION:** Senior Administrator to improve the website regarding the Stakeholder Groups and to include a story in the Spring Newsletter.

#### **4. Minutes of Meeting held on 10<sup>th</sup> December 2007**

It was proposed by Mrs Pudduck and seconded by Dr Walker with all in favour ***“that the minutes represented a true record of the meeting”***.

#### **5. Matters Arising from Minutes held on 10<sup>th</sup> December 2007**

Mr Humphreys requested that in future any correspondence generated by action points be circulated with the agenda papers to demonstrate completed actions.

**ACTION:** Harbour Master & Senior Administrator to ensure relevant papers are sent with board papers.

#### **6. Agenda Items**

##### **6.1 2008 Programme**

The following programme would be considered by the board in 2008.

##### **January 14<sup>th</sup>**

- Succession planning discussion:

##### **February 11th**

- DEEM replacement - Progress.
- Passenger Compound Review
- Fundus Charges Review:
- Signage Review
- Operational Improvements

##### **March 10th**

- Provisional Year End financials and Pensions review:
- Licensing of Commercial Projects:

##### **April 14th**

- Website and Corporate Identity Review

Discussion took place concerning the current website and the need to review the content. Mr Cast asked about levels of activity on the site and had a contact who could provide assistance. **It was agreed** to carry out a review in April.

**ACTION:** Mr Fleck to lead on the website and corporate identity review.

**May 12th**

- Board Appraisals
- Staff Appraisals

**June 9th**

- Health and Safety Review:
- Board Training Day / Salcombe 6<sup>th</sup> or 11<sup>th</sup> of June
- Final Accounts:

Discussion took place concerning a Board Training Day in Salcombe which would include a boat trip down from Kingsbridge to Salcombe in the morning followed by training activities in the afternoon. It was considered appropriate to invite the Salcombe Board to participate and that the proposed joint partnership for estuary work could be a useful topic.

**It was agreed** that Dr Walker will lead with the support of Mr Cast and Mr Humphreys.

**ACTION:** Dr Walker, Mr Cast and Mr Humphreys to organise the Board Training Day for 6<sup>th</sup> or 11<sup>th</sup> June 2008.

**July 10<sup>th</sup>**

- River Inspection

**July 14th**

- TBC

**August**

- No Board Meeting

**September 8th**

- Business Plan review:
- Preliminary Budget / Pricing / Pension / Capital / Pay Review:
- Yacht Tax review:

**October 13th**

- Draft Budget:
- Health & Safety Review

**November 10th**

- Draft Budget: Presentation and Approval:
- Stakeholder Consultation:
- Annual Meeting plan

**December 8th**

- Board Selection
- Annual Meeting: 8<sup>th</sup> of December

**6.2 Beechcroft**

No progress had been made since the December board meeting as the meeting on 18<sup>th</sup> January is yet to take place. Mr Fleck stressed that it was imperative that the Harbour Master was present at the meeting. The boundary query concerning the delineation of the

Duchy Fundus has been resolved with the amended large scale fundus map supplied by the Duchy which shows Mr Andrew's fundus boundary in relation to Beechcroft.

Mr Fleck will be chairing the meeting on 18<sup>th</sup> January after which recommendations will be made for the Board meeting in February.

**ACTION:** Mr Fleck to report to the February board meeting.

### 6.3 Viper's Quay

The Harbour Master presented a slide show of photographs taken at Viper's Quay showing the works at the beginning of the project and since completed. The photos show the construction of three visible layers of dark stone filled gabions. The work extends for approximately 40 metres. An access track exists from the property at Viper's Quay southwards to the point off the Anchorstone. At the southern end of the works a steep narrow access track exists to the lower level beneath the gabions.

Discussion took place with concern that a natural bank had been changed to a man-made bank and that no permission had been given. Dart Harbour had written to South Hams District Council (SHDC) to inform them that, in the opinion of the board, unauthorised works had taken place. Dr Walker informed the board that the landowner was disputing the fact that the works required planning permission. Concern was expressed over the level of development appearing within the Area of Outstanding Natural Beauty (AONB) and the need to have a stronger liaison with SHDC concerning development within the AONB. Members felt that an additional letter to the AONB Unit at SHDC be written to express Dart Harbour's concerns.

**It was agreed** to invite SHDC's Mr R Toogood, AONB Manager, Mr S Munday, Senior Planning Officer and Mr D Kenyon, Planning Officer to a river inspection. Board members to be included in this river trip will be Chairman, Vice-Chairman, Dr Walker, Mr Distin, Mr Humphreys and Harbour Master.

**ACTION:** Harbour Master to write a letter to SHDC AONB Unit, a further follow up letter to SHDC Planning Department and that the situation be monitored.

### 6.4 Blackness Marine

Mr Fleck and the Harbour Master made a site visit to Blackness Marine on 9th January 2008. An inspection was carried out at the site and report presented to the board.

All screening was in place but the trees will need time to mature. 14,500 trees have been planted with Devon banks replaced and new ones built (as per planning requirements). Mr Fleck reported that more trees (oaks) would be planted which were surplus to the planning permission requirements.

Present operations are within the planning permission requirements. ie within the area of the existing barn and yard. The outer edge of the yard is clearly defined by a line of screening which will obviously develop further with time.

There are possible further developments for boat storage planned in the next two to three years which would require further planning permission. Mr Fleck outlined that this may consist of a further barn alongside the existing barn.

The Dart Harbour Moorings' Policy for moorings within the area was explained (traditional moorings only and no pontoons or additional facilities) and this was accepted by the owners.

It should be borne in mind that the storage area is contained within a working farm and any apparent changes may be to the farm area and not to Blackness Marine.

The boat storage area lies well beyond the Authority's jurisdiction and no further action by Dart Harbour is recommended.

Discussion took place and the following views were expressed:-

If additional boat storage was installed this would have an impact on the traffic in the river and it was felt that progress should be monitored.

Concern was expressed that the quiet traditional tranquil areas would be spoilt with more landside boat storage and launching. There should be specified areas of industrial use and for the need to keep the traditional tranquillity intact.

Concern that there may be drip fed development and that Dart Harbour would prefer to see the final outcome when originally started. However, as previously stated, shoreside development is beyond the Authority's jurisdiction.

**It was agreed** to continue to monitor the situation.

**ACTION:** Harbour Master.

## **6.5 Estuary and AONB Partnership**

The Harbour Master reported that he had spoken to Mr Carter at SHDC and Mr I Gibson (Salcombe Harbour Master) and had written to SHDC stating that the vacancy for Estuary Officer should be advertised externally and not automatically offered to an internal candidate. Mr Carter had responded to say that the Council is not in a position to advertise the post externally while it is currently in the process of making an officer with relevant experience and skills redundant. The board continues to believe that the post should be externally advertised and that the internal candidate could apply for the post when advertised. The board want to see value for money and ensure that the right person is appointed which would be a common benefit to all three estuaries.

Discussion took place concerning the minutes circulated by the South Devon AONB Estuary Management Steering Group meeting held on 6<sup>th</sup> December 2007. This meeting was attended by Mr Ellyatt.

The Board felt that Dart Harbour should not continue whilst there were reservations and that it would be better to get value for money for a contribution by Dart Harbour of £12,000 than to rush ahead with £10,000. There were two options to be considered by the board (1) to see the person being considered; and (2) to insist on an external application process. The two estuaries were different in that Salcombe was a Site of Special Scientific Interest (SSSI) and a nature reserve whilst the Dart was not a nature reserve and has more leisure and commercial activities. The Board felt that the appointee should have a broad experience of the relevant areas.

**ACTION:** Chairman to contact Mr Carter of SHDC to explain the position and to request that the post be externally advertised.

## **6.6 Stoke Gabriel Project**

The Harbour Master updated the Board on progress in developments at Stoke Gabriel. Paul Carpenter Associates have been requested to rescale the plans for the shore end of the pontoon. Dart Harbour has no intention of blocking the concrete slipway and do need to bear in mind the public access to this slipway.

There have been no objections to the planning permission for the works to the sluice and subject to SHDC approval the sluice project should commence in late Autumn 2008 following the summer season and in order to keep within the timescales agreed.

The works proposed by the SGBA to the wooden slipway are not included in the current planning application. The Harbour Master requested that the wooden slipway be discussed In Committee in view of a confidential letter which would need to be considered in parallel to this topic.

**It was agreed** to discuss the wooden slipway during the “In Committee” part of the meeting and report back to the SGBA in due course.

## **6.7 Licensing Commercial Projects on the River Dart**

Mr Fleck reported on progress in developing the Licensing Commercial Projects scheme and circulated a fact sheet which would be circulated. The Harbour Master reported that a draft document has been given to the three main contractors at present working on the river for their comments.

**It was agreed** to adopt the fact sheet and to make available to as many relevant organisations as possible.

Further aspects that need to be progressed before the end of March include:-

- A draft licence
- Spreadsheets monitoring sheet for both existing and new projects
- Nominated Supplier list

It was noted that the information would be made available to the Noss developers at the appropriate time in the process.

Policing the various projects would be dealt with through the project scope and timetable.

**ACTION:** All board members to give any feedback they have on the Fact Sheet to Mr Fleck.

## **6.8 Moorings Management Project**

Mrs Pudduck reported on the pilot trial of a mobile GIS mapper provided by Pear Technology which had proved not to be suitable for Dart Harbour’s purposes.

The system is land based with diagrams based on OS maps not Admiralty charts and there were concerns that it would make the life of staff more difficult and efficiency would not be improved.

The Authority already has some of the components of a good system which would need refining to link different parts of the programme. This would require some developmental work with Harbour Management Systems but would be more specific to Dart Harbour requirements. The Assistant Harbour Master is investigating the existing GPS system installed on Lynx and the ability it has to download to an office pc. There is an efficient paper filing system of all moorings on the river and the maintenance carried out. This would need to be entered in a digital format and a temporary clerk could be employed to input the data in due course. The office is liaising with Harbour Management Systems Ltd about including the private moorings onto the Harbour Management System.

It is hoped that eventually the system could be extended to put all moorings onto Harbour Management including a GPS position and their maintenance history.

**It was agreed** that Mrs Pudduck continue to develop this and that a précis be prepared of the next steps.

**ACTION:** Mrs Pudduck to take forward

## **7. Stakeholder Groups**

**7.1 River Dart Non Beneficiary Group.** - The next meeting is being held on 23<sup>rd</sup> January 2008 at Follaton House, Totnes when Colin Morris from the Ports Division of the Department of Transport is speaking. All the other stakeholder group chairmen have been invited and also neighbouring ports. The Harbour Master, Chairman, Vice-Chairman, Mr Distin, Dr Walker and Mrs Pudduck will be attending.

**7.2 Commercial Users Group** – The next meeting is being held on 21<sup>st</sup> January 2008 at 1900 hrs at Dartmouth Yacht Club.

**7.3 Leisure Users Group** – The Chairman of this group has called a meeting on 31<sup>st</sup> January 2008 at Royal Dart Yacht Club to discuss the future of this group. The Chairmen of four boating associations are proposing that LUG is disbanded and have requested that the Authority recognise another group made up of the members of The Royal Dart Yacht Club, the Stoke Gabriel Boating Association, the Dartmouth Yacht Club and the Totnes Boating Association and any properly appointed representatives of other groups. The board queried why LUG felt the new format would work and were concerned that activities of other leisure users eg canoeists, dinghy sailors, rowers and anglers were not included in the new group. **It was agreed** that the board were not in a position to formalise the proposition at this time and that a letter is sent to set up a meeting to develop a positive outcome after the decisions taken at the meeting on 31<sup>st</sup> January have become known.

**ACTION:** Harbour Master

**7.4 Riparian and Mooring Rights Owners Group (RAMROG)** - Mr Distin reported that the letter from RAMROG to the Private Mooring Holders had been sent with a covering explanatory letter from Dart Harbour.

## 8. Harbour Master's Report

**Maid** - The Maid refit has continued at Hoodown. Outer hull repair work has been completed, a new metal skeg and keelband has been fabricated and three coats of epoxy primer has been applied to the hull.

**Phoebe** - This boat has maintained the yacht taxi service since the Maid refit commenced.

**Themis & Nemesis** The outboard engines on both boats have had their gearboxes serviced which has resulted in a much smoother control operation

**Ship Visits** - The planned visit for HMS Edinburgh on 18th to 21st January has again been cancelled.

At present we have ten confirmed passenger ship visits which include two turnrounds booked for 2008 and three for 2009. SV Eos is due later this month direct from her guarantee docking for a short stay.

**Yacht Taxi Schedule-** The yacht taxi continues to work the winter timetable of one shift working from 1000 to 1600.

**Southtown Sewerage Scheme** Work restarted on the scheme on 2nd January after the Christmas break and satisfactory progress has been made on both the pumping station and the northern arm of the pipeline. The Midas jack up barge has been removed from the area until the end of January and is at present moored on the Dart Harbour Noss trot. It will be repositioned when the pipeline barge clears the area and is on hire until the end of March.

**Marine Bill-** The annual meeting between the UK Harbour Masters and the RYA contains several items on the agenda which will be contained in the new draft Marine Bill.

### Capital Projects

**Stoke Gabriel Sluice-** Plans for this project have been submitted to South Hams District Council (Application No 2305/07/F). Their decision on the application is due shortly. Stoke Gabriel Parish Council and Stoke Gabriel Boating Association have no objections to the project. Liaison with the Boating Association concerning other improvements within Stoke Gabriel Creek has continued.

**Town Jetty Piles-** Sub Marine Services Ltd from Falmouth, who are the appointed contractor for the pile replacement, expect to complete the job before Easter. A plan to install anodes to all Dart Harbour piles without the use of divers is at present in the early stage of preparation.

**Signage Replacement & Upgrading** - The ongoing program for 2008 will concentrate on new signs for the Town Jetty, the North Embankment Double Steps Pontoons and the Visitors Deep Water Pontoons. It should be born in mind that the 2008 budget for this project has been limited to £2000. The Harbour Master reported that many of the signs are large and double sided so progress may depend on financial restriction to stay in budget.

Following discussion **it was agreed** that the signage projects for the Town Jetty, North Embankment Double Steps Pontoons and the Visitors' Deep Water Pontoons be completed in full irrespective of cost.

**ACTION:** Harbour Master.

**Duchy Lease Plans-** The Harbour Master has held a further 4.5hr meeting with the Duchy surveyor to progress the outstanding issues. The Authority has no further requirements or requests from the Duchy in relation to these plans and the final upgraded copies for board approval are awaited. Any alterations to the latest working copies are expected to be very minor. The Harbour Master reported that there were no outstanding issues that the Duchy need to discuss and all incursions have been agreed.

**Higher Ferry-** A copy of the plans for the new Higher Ferry is available in the Harbour Master's office for inspection by board members. The plans are in colour and we only have one copy. It was noted that the beach adjacent to the slipway at the Higher Ferry was on Duchy fundus.

**Operational Improvements** – were not in the circulated report and in future the Harbour Master's report needs to show that consideration has been given to improvements. This should also show suggestions from staff. There should be possible areas identified where there were opportunities for improvement.

**It was agreed** to include Operational Improvements as a regular item on the Harbour Master's report.

**ACTION:** Harbour Master

## 8.2 Financial Report

### Income for 2007

- Annual Harbour dues up £5,308.09.
- Visitors down £3,082.17 (poor weather).
- Pontoons and dinghy berths up due to more facilities and price rise.

### Expenditure for 2007

- Maintenance river up £11,720.26 on previous year.
- Office maintenance up £2,111.01 on previous year, new windows in Harbour Master's office.

### Overheads

- Wages up £18,618.96 on 2006 although under budget.
- Pension up £105,634.49 on previous year, extra £65,000 and 27.5% increase in contributions.
- Rates up £4,975.36 – business rate changed
- Heat & Light - electricity on Town Jetty and pontoons to be monitored extremely closely in 2008.
- DEEM - nothing has been paid out but an invoice is due.

It was noted that revenue went up by 7%, that income was 3% above budget and that the higher maintenance figure was offset by wages.

It was noted that electricity was now being charged for on the Town Jetty on a monthly basis during the winter period and that new contracts have been sent to the mooring holders of Kingswear Pontoons informing them that electricity would now be charged for.

## Bank Accounts

|              | December 06<br>£ | December 07<br>£ |
|--------------|------------------|------------------|
| DHNA         | -7,320.42        | 45,507.98        |
| Cater        | 467,395.72       | 464,181.18       |
| Pilot        | 9,357.43         | 10,158.10        |
| Waiting List | 87,747.32        | 106,905.00       |

### 8.3 Office Report

A report was circulated with the agenda papers outlining progress of a number of office based activities. In particular:-

**Appraisal Training** – the Harbour Master is booked to do appraisal training in April.

**First Aid Training** - All river staff and the Harbour Master are attending a MCA approved course on 15<sup>th</sup> January (except K Langworthy & J Murtagh who certificates are still valid).

**Harbour Guide** – Reaching final stages for delivery at the end of February

**Newsletter** – In progress to be printed by mid February

**Metered Electricity** – Monthly monitoring and invoicing for Town Jetty and quarterly invoicing for Kingswear pontoons from 1<sup>st</sup> April – new contracts sent to mooring holders.

**Planning Applications** – no relevant applications in January.

## 9. Any Other Business

**Fundus at Dittisham** – Dr Walker reported that the area adjacent to the yacht club in Dittisham was being used by the yacht club for dinghy storage. In the past the Parish Council had shown an interest in annexing this land and now the yacht club have put in posts as a precursor to fencing the area. Discussion took place and **it was agreed** that the Harbour Master should ascertain whether the area was included in Duchy fundus.

**ACTION:** Harbour Master to check the latest Duchy maps and consult Roger Halliday if necessary.

**Dartmouth Town Council** – The Chairman reported that he had attended a meeting of the Dartmouth Town Council. The Council is supportive of the Authority and is keen to keep up an ongoing dialogue. Questions raised included:-

- The possibility of dredging especially between the Higher Ferry and the Town Jetty
- The SHDC-owned Embankment and their wish to see Dart Harbour take over
- Long term flooding issues – did we have a plan
- For Dart Harbour to keep DTC informed concerning Noss

## **10. Move into Committee**

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

## **11. Decisions made "In Committee"**

It was proposed by Mr Humphreys and seconded by Dr Walker, with all in favour "***to ratify decisions made In Committee"***".

**11. Date of next Meeting – 11<sup>th</sup> February 2008 at the Flavel Centre (Change of Room – Green Room).at 2.00pm.**