

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 10th December 2007, commencing at 1400 hrs

PRESENT:

Mr S Ellyatt	Chairman
Mr E Fleck	Vice-Chairman
Mr J Distin	
Mrs S Pudduck	
Mrs C Thorp	
Dr J Walker	
Captain David White	

IN ATTENDANCE:

Mrs P Johns	Senior Administrator
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APOLOGIES:

Mr R Humphreys
Mr N Hockaday

1. Apologies for Absence

Apologies were received from Mr Humphreys and Mr Hockaday.

2. Questions from the Public

There were two members of the public present. Both had questions.

- (a) Mr D Ridalls commented on the South Hams Local Development Framework consultation exercise for Totnes and Dartington. He praised and agreed with Dart Harbour's response and was critical of the complexity of the method of response to the plan. Mr Ridalls was also concerned that marine employment and facilities at Baltic Wharf may be lost and that any reduction in size would make the operation unsustainable. The Chairman declared an interest and took no part in the discussion relating to Baltic Wharf. Mr Ridalls commented that Baltic Wharf was ideal for painting as at yards on the other side of the river the sunlight was often not sufficient to dry paint quickly enough. This would severely impact on the time needed to maintain his ferry fleet. Mr Distin informed the meeting that the AONB Unit at South Hams District Council (SHDC) had supplied a response to the LDF which supported Dart Harbour's view on Baltic Wharf.
- (b) Mr Hawkins raised concerns over the development taking place at Viper's Quay and that planning permission would be required for the development. The Harbour Master reported that the owner had written to the Authority explaining that repairs were being made to the bank which had deteriorated. Dr Walker emphasised that natural deterioration takes places due to erosion in all parts of the river and that the works were substantial, involving removing trees, creating a temporary road and the installation of numerous gabion baskets which impacted on the AONB. The Harbour Master reported that the works did not encroach on the Duchy fundus and were not therefore the responsibility of the Authority. The Chairman reported that the Authority was concerned over developments affecting the river and agreed that the Authority could contact SHDC to note the Authority's concerns. The Chairman

did emphasise that as the development taking place was not on Duchy fundus then we had no authority in the matter.

It was agreed to write to SHDC with the Authority's concerns about unauthorised development at Viper's Quay.

ACTION: Harbour Master to write to SHDC.

- (c) Mr Hawkins also raised concerns that the boat storage at Blackness Marine was expanding. The Chairman responded that development and planning matters were not the Authority's responsibility on land. Mr Hawkins stated that Dittisham Parish Council would like support from Dart Harbour for enforcement as no application had been made for consent. Mr Hawkins mentioned that Blackness would be required to make a retrospective planning application. It was agreed to request further information from SHDC. Mr Distin commented that the throughput of boats at Blackness will affect the activity on the river. When originally supported by the Authority as a farm diversity scheme, the applicants were informed that the Authority would not be minded to support an increase in size or the installation of pontoons.

It was agreed to write to SHDC to make enquiries about possible over-development at Blackness Marine.

ACTION: Harbour Master to write to SHDC.

3. Minutes of Meeting held on 12th November 2007

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

4. Matters Arising from Minutes held on 12th November 2007

5.4 Annual Meeting – The Chairman thanked all who took part in the presentations and to the staff for attending.

5.6 – SHDC Totnes/Dartington Local Development Framework – The response to the LDF had taken a considerable amount of work at short notice. The board were all given a copy of the Department of the Environment Planning Policy Guidance: Coastal Planning for future reference. Dr Walker thanked all involved in preparing the documentation within the deadline.

6.8 – Town Jetty – The installation of replacement piles for the town jetty is programmed to be completed by the end of March 2008. The fitting of passive anodes to all Dart Harbour piles is a separate contract and this will be implemented after completion on the Town Jetty project.

8 – British Ports Association Conference – The Harbour Master reported that he had received the conference information on CD and board members could obtain a copy from the office.

8 – Viper’s Quay – Further discussion took place about the unauthorised development at Viper’s Quay. It was agreed:-

- (a) to make an inspection of the area by boat and that the Dittisham Ferry be hired by the Authority for the purpose;
- (b) to take photographs of the site.

ACTION: Harbour Master to implement agreed actions.

5. Agenda Items

5. Duchy Lease

This item was taken out of “In Committee” for discussion in the public section of the meeting.

The Chairman congratulated all Board members who have worked so hard to reach a conclusion in the lengthy negotiations. The Lease was signed on 20th November 2008 by the Chairman and Mr Distin. The Authority’s solicitor has sent the document to the Duchy of Cornwall’s legal team for completion. The lease is valid from 25th March 2006 for a period of 25 years. The signing of the lease was a major milestone for the Authority and successors would have a generation in time before the lease was renewed again. Mr Distin informed board members that it was not a foregone conclusion that the Authority would be granted a further term and it had taken three years to finalise with the main negotiations being persistently led by Dart Harbour. There were a few minor issues relating to fundus mapping which would be resolved separately with the Duchy of Cornwall by the harbour master and two meetings between the Duchy surveyor and the harbour master had already taken place.

5.1 Beechcroft

Mr Fleck reported on a site meeting held at Beechcroft attended by Mr Andrew, Mr Fleck, Mr Humphreys and the Assistant Harbour Master. Notes of the meeting were circulated. A further letter from Mr Andrew had been received on 10th December and were circulated at the meeting. A follow up meeting was planned for 18th January 2008 to be attended by Mr Fleck, Mr Humphreys, the Assistant Harbour Master and the Harbour Master. The Board would be kept informed.

5.2 Board Appointments

The Chairman and board members thanked and applauded Clare Thorp for all her hard work and wished her well for the future.

The Board Member Selection Panel had interviewed four candidates and recommended Mr Michael John Cast be appointed to the board from 1st January 2008

It was proposed by Mr Fleck and seconded by Mrs Thorp with all in favour ***“that Michael John Cast be appointed to the Board of the Authority”***.

Mr Distin requested that a copy of Mr Cast's discussion topic be circulated for board members information.

ACTION: Senior Administrator to circulate Mr Cast's paper to the board members.

5.3 Estuary and AONB Partnership

The Chairman reported that he had recently attended a meeting of the steering group for the proposed Estuary and AONB Partnership at SHDC's offices. No minutes of that meeting were available at this stage. The main discussion points from the meeting were:-

- (a) *Proposal to employ a new Estuary Officer.* The Chairman reported that he had not committed the Authority except to say that in principle the Authority will sign up to the proposal.
- (b) *New Steering Group.* To be made up of funding partners only. A nucleus rather than a larger group. Other organisations could use the forum to make their views known.
- (c) *Wind up of DEEM.* DEEM currently has a £7,000 deficit before Dart Harbour's contribution is paid. The Board had agreed in the past the payment would only be made once wind up costs were received. It was noted that 80% of the DEEM budget had been spent which included redundancy payments at an enhanced rate and that the original set up had included redundancy payments, but not at the enhanced rate paid out.
- (d) *Budget for the new organisation.* The new contribution would be £10,000. The Chairman drew members' attention to the fact that this sum would be index linked and that there was no contingency included to cover redundancy for the new post holder.
- (e) *Memorandum of Articles of Association.* The old Memorandum had not been signed by all parties (eg Duchy of Cornwall). Dart Harbour would recommend that all partners engaged with the principle of the agreement and would encourage partners to sign. However, Dart Harbour would not be prepared to sign unless others do likewise.

Dr Walker advised the board that local government reorganisation may have an impact on this type of project in the future especially if district council's are abolished in favour of unitary councils.

Discussion took place concerning the new Estuary Officer post and **it was agreed** that it was essential that the post be externally advertised.

ACTION: Write to Ken Carter at SHDC to be involved in the selection process.

5.4 Stoke Gabriel Pontoon

Correspondence has been received from the Stoke Gabriel Boating Association (SGBA) in response to the Authority's attendance at a Stoke Gabriel Parish Council meeting. The correspondence referred to:-

- (a) *the proposed pontoon* – 55 people surveyed by the SGBA had indicated a preference for a wooden pontoon as opposed to a concrete pontoon. The Harbour Master reported that there were no funds in the budget to pay for a new pontoon

and that it had been planned to refurbish the old Dittisham pontoon. It was suggested that further discussions took place and specific recommendations were considered. It was noted that the pontoon would need to be replaced in time, but that there was no urgency.

- (b) *the slipway* – a request to replace the decking material of the slipway has been received from the SGBA. The slipway belongs to Dart Harbour. The Harbour Master reported that there is no budget for work to the slipway. Mr Distin commented that it is not inconceivable that £3,000 could be transferred for slipway work. The Chairman felt that the slipway was dangerous and the SGBA members have a genuine need for a slipway and that the Authority should be more supportive.
- (c) *the wreck* – The SGBA would like the wreck to remain in situ. The Harbour Master reported that the wreck is a hazard, has no historic significance and was towed to its present position to allow its timbers to be stripped for other purposes and should have been removed when it had no further value.
- (d) *the sluice* – The Authority are waiting to receive planning permission to commence the works. Work could not be commenced until November 2008 because of a prior agreement with the owner not to carry out works between Easter and October.

The Harbour Master advised that the total budget for works planned at Stoke Gabriel was only £85,000.

The Harbour Master reported that the Authority were waiting to hear back from Stoke Gabriel Parish Council and suggested that the Authority further debate the issues once their response had been received.

ACTION: Harbour Master to respond to SGBA.

5.6 Health and Safety

The Chairman referred to the progress made on the health and safety action plan and noted that good progress had been made. Dr Walker offered his services if required during the annual Health & Safety Inspection.

The Chairman also raised the possible requirement for immunisation against waterborne and other diseases for staff. He would research and provide information at a future date.

It was agreed to finalise the actions by the end of May 2008.

ACTION: Health & Safety Inspection to take place at the end of May 2008.

5.7 Licensing Commercial Projects on the River Dart

Mr Fleck updated the Board on progress in developing this project. There was concern that if there was a loss of facilities at Noss or Baltic Wharf there would be an impact on the ability to facilitate the transfer of materials to vessels and riverside sites. Noss is currently being used to transfer building materials to Kittery Court.

Mr Fleck advised that implementation was ongoing and that he would report to future meetings.

6. Stakeholder Groups

- 6.1 River Dart Non Beneficiary Group** – The Harbour Master reported that Colin Morris from the DfT would be attending the group's meeting on 23rd January 2008 at 7.30pm and that board members may wish to attend.
- 6.2 Commercial Users Group** – are holding a meeting on 16th January 2008.
- 6.3 Leisure Users Group** - After the Dart Harbour Annual Meeting the Chairman of LUG contacted all members to propose a meeting for 11th December. However, due to the non availability of many members this meeting has now been postponed until January 08.
- 6.4 Riparian and Mooring Rights Owners Group (RAMROG)** - Mr Distin reported that a letter had been sent to Mr Jobson and in response to this Mr Jobson has requested that the Authority circulate a letter from RAMROG to all private mooring holders. It was noted that the complaint to the DfT by RAMROG and the decision in Dart Harbour's favour had not been mentioned in the RAMROG letter. **It was agreed** to draft our own reply and present the case from Dart Harbour's point of view

ACTION: Mr Distin to prepare letter and obtain feedback from the board before sending out with the RAMROG letter.

Following a general discussion **it was agreed** to send all Chairmen of Stakeholder Groups a timetable of Dart Harbour Board Meetings and to invite them to supply the Authority with a draft programme of their meetings for the forthcoming year. This would also be an opportunity to remind them of the accreditation requirements for stakeholder groups as specified in Section 12.7 Appendix 7 of the Moorings Policy.

ACTION: Senior Administrator to write to Stakeholder Group Chairmen as agreed above.

7. Harbour Master's Report

Maid - The Maid has been completely stripped down and the hull upturned to dry out. The general condition of the supporting structures, aft bulkhead, deck support matrix and engine frame are cause for concern. A quote for £10,500 has been received for a new hull which was being considered. Repair work would take place in-house.

Metis – Engine now working.

Ship Visits - We now have nine cruise ships bookings for 2008 and in addition to this list there are several provisional bookings for warships.

South Town Sewage Scheme - Progress meeting has taken place and there are currently no outstanding issues. Work is progressing in a satisfactory manner. The southern leg is nearly complete and work now gearing up to start the northern leg.

Midas Barge – South Town – Currently remaining on site until Christmas. Use of barge after Christmas is still being negotiated.

Waste - AHM still awaiting information about any support from the WRAP project in regard provision to provide recycling facilities.

Stoke Gabriel Sluice & Pontoon – Correspondence received. Covered under previous agenda item.

7.2 Financial Report

Bank Accounts

	November 06 £	November 07 £
DHNA	72,855.13	64,396.04
Cater	565,031.87	581,433.31
Pilot	9,340.15	10,120.48
Waiting List	87,747.32	105,605.00

It was noted that maintenance costs were higher than budgeted. Salaries had been underspent by £31,000 but the increase in maintenance costs offsets this as repairs had been outsourced which would have previously been completed in-house. Heat and light of £35,000 was a £22,000 overspend. The Authority is planning to recover electricity on a user pays basis.

Mr Fleck requested that new budget headings in sales of “Electricity” and “Licensing Commercial Projects” are included for 2008.

ACTION: Finance Manager.

DEEM - £15,000 budgeted for this in 2007. A query was raised about whether we need to spend this in the current year or if it could be carried forward to 2008.

ACTION: Mr Hockaday to advise.

7.3 Office Report

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

The Harbour Guide cover was circulated to members who liked the design, but commented that the heading could be larger and reworded to read Harbour Guide 2008. The logo at the bottom identified it as belonging to Dart Harbour.

The Board were pleased that two staff appraisals had taken place since the last meeting.

A query was raised about the possibility of free wifi access in the Harbour. The Senior Administrator advised that currently a supplier called Blackspot Broadband had installed aerials for this purpose and customers wishing to access wifi arranged this with Blackspot direct. Dart Harbour has a reciprocal arrangement whereby Blackspot provide the aerials on Dart Harbour premises and in return the Authority promotes Blackspot free of charge in the Harbour Guide.

Planning Applications. The background papers from a planning application for amendments to 30/1391/04F at The Boathouse, Beacon Road, Kingswear were made available at the meeting. Mr Distin was concerned that the original application in 2004 had not been seen by the Board.

Dates for Board Meetings in 2008 were circulated. The meetings will be held at the Flavel Centre, Dartmouth at 2.00pm on the following dates:-

14th January (1500 hours)	14th July
11th February (Green Room)	August – River Inspection – TBC
10th March (Green Room)	8th September
14th April	13th October
12th May	10th November (Green Room)
9th June	8th December

8. Any Other Business

Moorings Management Project – Mrs Pudduck circulated a report she had prepared after trialling the GIS Mapper supplied on loan from Pear Technology.

ACTION: Board members to consider the report and Senior Administrator to include on the agenda for discussion in January 2008.

9. Move into Committee

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

10. Decisions made “In Committee”

It was proposed by Dr Walker and seconded by Mrs Thorp , with all in favour ***“to ratify decisions made In Committee”.***

11. Date of next Meeting – 14th January 2008 at the Flavel Centre.