

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 13th June 2011, commencing at 1400 hrs.

PRESENT:	Mr N Hockaday	Chairman
	Mr J Scott	Vice Chairman
	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:	Mrs P Johns
	Capt D White	Dart Pilot & Destination South West

1. Apologies for Absence

There were no apologies

2. Questions from the Public

There were two members of the public present.

Mr John Bradbury introduced himself as the new Commodore of the Stoke Gabriel Boating Association (SGBA) and enquired about progress of the proposed new Stoke Gabriel pontoon.

The Harbour Master reported that a site inspection would take place to ensure the dog leg proposal will work in view of the sloping ground surface and a pontoon supplier will also be consulted before going to tender to replace the pontoon.

Mr Phil Scoble as the co-ordinator for the Young Champion Award gave an update – this is recorded under Matters Arising.

3. Stakeholder Groups

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

3.2 Commercial Users Group – A board decision is requested on the proposal to obtain costs of part-funding some diving activity to collect background environmental information.

In response to the group's concern with some of the gaps in the Town Jetty pontoon decking, the Harbour Master and Assistant Harbour Master inspected the jetty on approx 23rd May 2011. No significant gaps were found, but the pontoon metal

edges should be painted for better visibility in the next winter months. The next CUG meeting is scheduled for 12th September 2011.

3.3 Association of Dart River User Clubs (ADRUC) –

Progress on the issues raised by the 13th April meeting are as follows:

- Marking of fishing gear in the river. To be briefed at the next CUG meeting. The Harbour Master will investigate EU fisheries funding for pot dan markers with better visual impact.
- Speeding. The new formal written warning system has been created by AHM, and staff will be trained on its use as the watch cycle continues. A report will be made at the end of the summer.
- ADRUC explained that they were unclear on the balance between Dart Harbour revenue from leisure users and commercial operations. This is briefed to a sufficient level at the annual public meeting in December, without breaching commercial confidences.
- The group made a comment about the lateral marks at the upper end of Bow Creek being insufficient. The Harbour Master will investigate.

4. Minutes of Meeting held on 9th May 2011

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

5. Matters Arising from Minutes held on 9th May 2011

Young Champion Award

Mr Phil Scoble explained that he has been working with Dart Harbour to promote the Young Champion Awards to local schools and youth groups for the past 13 weeks. The main points of note are:-

- The campaign started too late in the year for the schools to consider as part of their curriculum and that the campaign for 2012 should commence now, so as to enable teachers to incorporate into their lesson planning for the next academic year.
- The budget supplied has been underspent by £900 as the number of school visits proposed has not taken place.
- Mr Scoble was expecting that entries would be received in all three age groups.

Discussion took place and **it was agreed** to keep the momentum going and continue to engage the services of Mr Scoble to promote the Young Champion Award Scheme and to launch the 2012 campaign during July to enable schools to engage with the scheme.

It was also agreed for the working group to meet with Mr Scoble to plan the launch campaign.

ACTION: Senior Administrator to arrange a meeting to plan 2012 Young Champion Award Scheme.

Creeping Moorings, Dittisham

Mr Scott reported that Dr Walker was not aware of any change in the moorings in this area. It was noted that the improved running moorings which were installed by the Authority in 2010 may show a different more uniform layout and this may be what is being reported. The Harbour Master reported that he would investigate further, talk to Dittisham representatives and report back in July.

Captain White explained that the Sailing Club do own the freehold of where the mooring chain was laid but the land to the left of this has been in dispute and ownership has still not been resolved. Dittisham Parish Council are trying to find out who owns the land.

Speeding

The Harbour Master reported that he had spoken to other Harbour Masters and the consensus is that speed cameras are hard to enforce. The best approach is to record written statements, witness statements and take photos. The Harbour Master advised that new enforcement forms have been produced and that the Authority may need to invest in prosecutions to bring speeders to account.

6 Agenda Items

6.1 Noss on Dart

Nothing to report. **It was agreed** to call Stephen Corner at Noss Marina Ltd to get a progress report.

ACTION: Harbour Master.

6.2 Friends of Dart Harbour

The directory of the Friends of Dart Harbour was noted and appreciated as a useful publication.

It was noted that the majority of board members would be attending the FODH meeting on 23rd June at the Dartmouth Yacht Club. Apologies were received from Mr Pollard and Ms Pudduck.

It was agreed that Mrs Meacock contact Gary Walker, one of the FODH, who was keen to get involved.

ACTION: Mrs Meacock.

6.3 Health & Safety

There are no significant Health and Safety issues to report. The Health and Safety Audit, scheduled for early June, has been postponed until late July at the request of the auditor for personal reasons. A report will be made on the audit at the September board meeting.

6.4 Environmental Matters

Nigel Mortimer, Estuary Officer provided a summary of activities for the last three months. The main topics were:-

- Schools Project to encourage the use of estuaries and coast as a teaching resource by local schools.
- Slipway information and signage to reinforce environmental responsibility.
- Site interpretation to come to Dart estuary following implementation in Salcombe.
- Equipment to loan for water based tourism operators.
- Capturing living history and heritage of estuaries via 10 radio programmes
- Attendance at the Non-Beneficiary User Group meetings.
- Development control matters consultation and comments of various planning applications.
- Water quality. The Environment Agency and South West Water summary will be available for a future meeting.
- Fisheries. An update on the mariculture in the Dart which was affected by rainfall levels.
- Catchment Sensitive Farming initiative. The Dart has become a priority catchment which enables it to participate in all events on water quality and other topics that the CSF Officer will be running over the next few months. It is hoped this project will improve the Dart estuary water quality.
- Wildlife conservation via the Devon Marine Conservation Zone (MCZ). The draft final recommendations report was produced on 1st June.

Discussion took place and the Harbour Master advised that he would respond to impact assessments in relation to the Finding Sanctuary campaign.

It was agreed that the Estuary Officer attend quarterly and that he should attend the meeting to be held on 12th September.

ACTION: Senior Administrator to note on agenda.

7. Reports

7.1 CEO Report

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

2.4.4 Tardis Crane. The crane aboard Tardis, the small moorings barge, was no longer fit for purpose and required replacement. The Harbour Master proposed to trade in the old crane against a new replacement crane at a likely cost of between £5,000 and £10,000. This was an unexpected cost but could be met from existing budgets. **It was agreed** to proceed to purchase a new crane for Tardis.

ACTION: Harbour Master.

The Harbour Master assured the Board that the fleet was not being put under undue stress owing to the number of vessels undergoing repair.

2.10.1 Hoodown Phase 1. A quote from SMS was circulated to make repairs to piles. Following discussion **it was agreed** that sleeving the piles was a better option than replacing them and it would be more cost effective for the work to take place while the

piling barge was already located in the Dart for the Hoodown Project. It was noted that the price quoted is in the region of £50,000 and that this was not a budgeted expenditure. **It was agreed** to approve this expenditure subject to budget discussions later in the meeting.

3.7 Planning Applications. A new application has been made to SHDC for Maypool Boathouse. The Harbour master reported that he needed to examine the plans. **It was agreed** to comment on the application especially regarding the portrayal of a vessel on the plans which was not in any area where moorings were located or permitted and to ensure that proposed development did not exceed the current footprint or moor a boat in the vicinity shown on the plans.

ACTION: Harbour Master to respond as appropriate to SHDC.

4.3.1. CUG. A board decision is requested on the proposal to obtain costs of part-funding some diving activity to collect background environmental information. As an independent environmental measure, following the MCZ response given to Finding Sanctuary by Dart Harbour, it is assessed that some environmental underwater data collection of flora and fauna may be of value to the harbour. The aim is to combine this with water quality readings in an environmental file.

Discussion took place and **it was agreed** to allocate a maximum of £500 for the collection of this data and to liaise with the Estuary Officer and see if any financial contribution could be found from his budget or the AONB.

ACTION: Harbour Master

7.2 Finance Reports

7.2.1 Finance Report

Bank Accounts

	May 2010 £	May 2011 £
DHNA	177,728.80	773,040.76
Cater	1,240,971.90	946,855.01
Pilot	11,322.53	11,844.48
Waiting List	120,455.00	115,805.51

Mr Pollard reported that cash was up overall by £300,000 on this time last year and is on track. Electricity costs are higher at £6,000 but this is a timing issue and bills have been issued.

Bank charges are up considerably with £8,000 as a service charge for the online payment system. **It was agreed** to speak to the bank about the level of charges.

ACTION: Harbour Master to speak to Finance Manager and/or the bank concerning charges.

It was noted that visitors' income is down and the Authority will need to be aware of how summer visits develop and make a further assessment in September.

The Chairman commented that he was not sure how the recession would impact on the Authority and it had been noted that customers were not so easy with money. It was noted that the Authority need to keep a watch on income levels.

7.2.2 Annual Report

Mr Pollard reported that the format and style of the Annual Report was similar to last year. He highlighted one or two relevant points to be noted by the Board.

The tax shown was high, compared to the decline in profit, as fewer allowances were given because the Authority did not spend on allowable categories of expenditure (mainly plant and equipment). There will also be reduced capital allowances next year as the expenditure pools for tax purposes continue to decline. Also, it should be noted that a relatively small amount of the expenditure on Hoodown attracts capital allowances.

The Authority is still profitable and financially healthy but will need to carefully monitor working capital.

The Chairman advised that the Authority is a not for profit organisation and any excess accrued will be spent on capital projects.

The Authority has a duty of stewardship to look after the assets in the most prudent way and to deliver objectives in such a way as to be as efficient and effective as possible.

It was proposed by Mr Pollard and seconded by Mr Cast, with all in favour “to approve the Annual Report”

7.2.3 Cash Flow and Capital Expenditure

Mr Pollard circulated detailed cash forecast papers. This demonstrates that the end of February is the low point of the year when cash reserves are at their lowest. There are still expenses for staff pay and taxes etc to be accounted for at that time. The figures take into account the proposed spending on Hoodown, the new yard crane, the proposed launching slipway close to the Higher Ferry on the Dartmouth side, dredging costs and the Stoke Gabriel Pontoon. The figures do not include the £100,000 contribution expected from Noss as it is not known when this sum will be paid.

Other capital expenditure projects will need to be prioritised.

It was noted that two additional projects one in the region of £200,000 and the other £100,000 could not be done before February 2012.

Discussion took place about prioritising projects and consideration given to postponing one major project until after February 2012.

Following this discussion **it was agreed** to reschedule Phase 2 of the Hoodown Project, to proceed to sleeve the piles and to investigate other costs associated with dredging.

ACTION: Mr Pollard to rework the cashflow figures taking into account all the projects discussed.

8. Any Other Business

Marketing Private Yachts

Mr Cast asked if progress had been made towards marketing the port to the private yacht market. The Harbour Master advised that editorial has been provided to the Destination UK magazine and a full page advert booked on the inside back cover.

Mr Cast also suggested that manufacturers, eg Sunseeker could be approached to promote Dart Harbour to their customers.

Duchy Lease

The Harbour Master reported that he will be meeting with Roger Halliday from the Duchy of Cornwall in the near future to finalise the lease.

Photographic Records

Mr Murtagh advised that an opportunity was available to obtain aerial photographs taken from a helicopter from Totnes to Dartmouth.

It was agreed to proceed to obtain these photos within budgets.

ACTION: Mr Murtagh and Harbour Master to make arrangements.

9. Move into Committee

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

10. Decisions made "In Committee"

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

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