

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 8th June 2009, commencing at 1400 hrs

PRESENT: Mr S Ellyatt Chairman
Mr M Cast
Mr N Hockaday
Mr T Pollard
Ms S Pudduck
Mr J Scott
Dr J Walker
Captain D White

IN ATTENDANCE: Mrs P Johns Senior Administrator

1. Apologies for Absence

Apologies were received from Mr Fleck.

2. Questions from the Public

There were four members of the public present.

2.1 John Baron (Chairman, Non Beneficiaries User Group (NBens)) asked when their ratified minutes would appear on the website? The Harbour Master responded that the most recent ratified minutes received from the stakeholder group were for September 2008. **It was agreed** that these would be placed on the website.

ACTION: Harbour Master and Senior Administrator.

2.1.1 Mr Baron also asked whether the Authority had received any further news concerning the Leisure User Group (LUG)? The Chairman responded that there was nothing further to report. Mr Baron mentioned that the Stakeholder Groups should be considering who would represent the groups on the Board Selection Panel. Mr Baron also mentioned he had discussed the possibility of the LUG merging with the Non Bens with the Chairman of the Commercial User Group (CUG).

The Harbour Master reported that the Royal Dart Yacht Club (RDYC) were considering how they could help to develop the LUG. The LUG secretary had spoken to the Commodore.

The Chairman felt the next steps should be for a meeting between the stakeholder groups and the Authority to discuss the way forward. He emphasised that the Authority want to see the leisure users represented.

It was agreed that the Stakeholder Groups were very important to the Authority and were valued. In 2010 there would be a review of the Moorings' Policy and the Stakeholder Groups would be key for consultation purposes.

The Chairman felt that the Authority should communicate more effectively with all stakeholders, whether via newsletters or the website.

- 2.1.2 Mr Baron informed the Board that he had exchanged emails with RAMROG, but no further progress had been made to allow a representative from the current RAMROG members to join the Non Bens. The ball was now firmly in RAMROG's court.
- 2.2 Mrs Melanie Holman of Darthaven Marina asked if the office was open at weekends. The Harbour Master reported that the office is open seven days a week from the end of March through to the end of September.
- 2.3 Mr Fraser Hawkins asked if there was any progress on the Noss Development, in particular to improving the ferry landing area in Dartmouth. The Chairman reported that Noss Marina was on the Agenda for discussion and that the development was not being discussed in detail at this stage. The Chairman also indicated that he would like to see a review of the waterfront area in Dartmouth and the Authority would be looking to discuss any proposals with relevant organisations.
- 2.3.1 Mr Hawkins also asked whether the MCA have given approval to the new Higher Ferry. The Harbour Master drew Mr Hawkins's attention to the report on the Higher Ferry which had been circulated with the agenda. The item was also on the Agenda for discussion.

3. Minutes of Meeting held on 11th May 2009

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

4. Matters Arising from Minutes held on 11th May 2009

Volunteer Staff

ACTION: Harbour Master to provide information to the Chairman.

Draft Accounts

The accounts have now been signed.

South Devon Shellfishermen

Nothing further to report.

5. Agenda Items

5.1 Higher Ferry

The Harbour Master updated the Board on the latest stage. There will be no ferry service for at least a fortnight from 8th June until the new ferry is commissioned. The MCA will only issue a Passenger Certificate when they are satisfied that the new ferry complies with all current legislation and is fit for purpose.

MCA have now confirmed in writing that in terms of the vessel's initial operations the skippers and crews of the vessel will need training. When the vessel arrives there will need to be a suitable period of time allocated for the vessel to be integrated with the shore based arrangements that support the operation and for both skippers and crew to put into practice their training to gain their practical competence. When this has been completed successfully it will be necessary for the MCA to witness satisfactory functional operations and contingency arrangements prior to issuing certification. The ferry company will need to demonstrate to the MCA and the Authority that the operation of the ferry with the new cables will present no greater risk to navigation on the river than that which exists from the old ferry.

The skipper and operating crew will be expected to demonstrate to the MCA that they are competent to perform the duties that are expected of them.

The manning of the vessel must reflect the size, complexity and operating area of the vessel for all seasons. The operators must demonstrate to the MCA that the current manning scales are acceptable for the new ferry. The Harbour Master may require additional manning in high season when traffic density is high. This already happens on the lower ferry.

It is possible that the HSE may need to ensure that any other elements of the vessel and its operation are considered and compared to similar chain ferry operations.

The Harbour Master reported that the Authority has several new photos and film shots of the existing ferry underway which show the guide wires on the surface and these can be used as comparisons when the new ferry and guide wires are installed.

A Local Notice to Mariners has been issued. The Higher Ferry Company has already issued a public statement which says that there will be no ferry service from Monday 8th June for approximately two weeks.

The Harbour Master reported that the timetable is planned as follows:-

(a) **Week beginning 8th June**

- Old ferry withdrawn from service and taken to Noss.
- Dean and Dyball begin works to complete new guide cable securing points and remove old guide cables.
- Ferry crews to Falmouth for familiarization training.
- Highway alterations and traffic light improvements take place.

(b) **Week beginning 15th June**

- New ferry arrives from Falmouth with new guide cable reels on board.
- New guide cables run and secured.
- Ferry begins operational trials with crew
- MCA inspection and issue of passenger certificate
- Inspection by HM for Hazard to Navigation.

The Harbour Master reported that the old ferry would be leaving the Dart for disposal.

Discussion took place in regard to the method the Authority would utilise and who should be involved to give consideration to the approval of the new ferry operations. Particular reference was made to:-

- (c) The Harbour Master is the Authority's expert regarding safety of navigation in the vicinity of the Higher Ferry.

- (d) The only ground the Authority has to stop the ferry is if the ferry constitutes an increased hazard to navigation.
- (e) The Chairman recommended that an approval process be agreed and followed.
- (f) The final decision should not rest with the Harbour Master alone and the Board should be involved in the final outcome.

It was agreed that:-

- (1) the Harbour Master and Board representatives inspect the ferry operation to ensure the safe navigation of the ferry and the immediate operating area;
- (2) if any doubt exists a second opinion be sought; and
- (3) the Higher Ferry company be advised of the decision in writing.

ACTION: Harbour Master and to include Board Members in the decision.

5.2 Noss on Dart

The Harbour Master circulated plans provided by Noss Marina Ltd of the proposed extent of the marina footprint. It was noted that the method for measuring had a large variance of up to 10m which equates to the width of two vessels on the outer edge. The plans did not show the shoreline in the Noss Creek area. It was felt that the area of the marina was still too large.

It was agreed that the level of variance was too great and that the Board reject the proposed plan and request that Noss Marina Ltd supply a more accurate plan based on previous discussions.

ACTION: Harbour Master to contact Noss Marina Ltd requesting an accurate new plan be provided with a reduced variance.

5.3 Hoodown Improvement Project

Mr Cast circulated a list of factors that will be included in a business case for the new apron works at Hoodown workshops. The full business case will be prepared when better cost estimates have been prepared.

Mr Cast asked the Board to approve the next stage in the project to commit £13,000 to SW Geo Technical to carry out a site investigation. This work was required to assess the suitability of the site for the proposed works. Mr Cast also asked for Board approval to apply to South Hams District Council for outline planning consent, provided that the site investigation results were positive.

Mr Hockaday reported that the full project costs would have to be found from amending the proposed 5 year capital plan as additional funds could not be raised through increases. Some other projects may need to be deferred. He reported that £150,000 was already allocated from the capital spending budget, but any additional funds for the project would need to be sourced from reviewing the capital plan.

It was agreed to approve the fees of £13,000 for a site investigation and the relevant planning application fees.

ACTION: Mr Cast.

5.4 Dart Harbour Youth Awards Scheme.

Ms Pudduck informed the Board that progress was being made. Diwana Creative had been appointed to do the website and design work for the project. The costs were being kept to a minimum. A meeting was being arranged with local media (Dartmouth Chronicle and By the Dart Magazine) to develop the PR plans for the project. Mr Cast asked that the group consider involving the Friends of Dart Harbour if appropriate.

5.5 Board Training Day

Ms Pudduck reported that arrangements were being made for the Board Training Day which would take place on 8th/9th September in the Fowey area. The hotel and minibus transport had been booked and the Fowey Harbour Master is happy to host the event. A programme is being prepared.

ACTION: Ms Pudduck and Harbour Master.

5.6 Baltic Wharf

A planning application has been submitted to South Hams District Council for the development at Baltic Wharf. The Harbour Master circulated a letter which had been sent to Baltic Wharf in May 2008. At that time the Authority had requested further information from Baltic Wharf, but no further information had been received to date.

Discussion took place and **it was agreed** that the Authority should inspect the relevant plans within the planning application.

ACTION: The Chairman will inspect the plans.

6. Stakeholder Groups

6.1 River Dart Non Beneficiary Group

Please refer back to item 2.

6.2 Commercial Users Group -Nothing to report.

6.3 Leisure Users Group– Nothing to report.

6.4 Riparian and Mooring Rights Owners Group (RAMROG) – Nothing to report.

It was noted that other ports have Stakeholder Forums and it may be worth considering an amalgamation of the groups into a Forum.

Dr Walker suggested that the Authority consider organising a social event to return the hospitality of the stakeholder groups, local authorities and other partners. It was felt that this would be welcomed by the stakeholder groups. Following a discussion **it was agreed** that due to the current economic climate now was not the right time to proceed with the suggestion. It was noted that a meeting with the Stakeholder Groups chairmen to discuss finance was due in the coming months and that this would be an opportunity to obtain feedback on the suggestion.

7.1 Harbour Master's Report

Maid & Pheobe - Pheobe has suffered from an intermittent fuel starvation problem during May which has been difficult to trace. The fuel lines from the tank to the lift pump have been replaced and the situation is being monitored daily. There has been no interruption to the yacht taxi service.

Yacht Taxi Schedule- The schedule has continued from 0800 to 2300 daily.

Cygnus 2- The training program for the new patrol boat has continued throughout May and is being conducted by John Yunnie, a qualified instructor. Only volunteers who have completed the program are allowed to use Cygnus 2 at present.

Dartmouth Yacht Club Pontoon- All sections of the Dartmouth Yacht Club pontoon are now in daily use.

Ship Visits - Several ship visits have taken place during May including the return of the super yacht "Mayan Queen IV", which had its owner on board for departure. However, the expected visit of "Polar Star" was cancelled at 2 hours notice when the ship was delayed for 3 days in Falmouth with various mechanical problems.

Lower River Recycling Pontoon- The final components of the new waste recycling pontoon are now in place after delivery of the recycling bins for glass and cans. An additional container for glass recycling has been added to the Dittisham waste pontoon. Identical recycling containers have been purchased by Dart Pleasure Craft and Res Nova restaurant and these have been added to the updated Port Waste Management Plan. The Harbour Guide would be amended from 2010 and the website updated.

New Higher Ferry- Updated details have been circulated to the Board in a separate paper.

Local Aids to Navigation- A full Trinity House inspection for all aids to navigation on the River Dart took place on 2nd June. There were no deficiencies in the DHNA aids but some third party provisions will require attention.

Passenger Ferry Trial- Dart Pleasure Craft is conducting a six week trial of a 12 boat ferry service between Stoke Gabriel and Dartmouth using one of the Dittisham ferries for two days each week. The trial has the support of Stoke Gabriel Parish Council.

Compass Cove Mussel Farm- The three year trial of growing mussels on ropes in Compass Cove was not a great success and trial has been terminated by the owners. All floats and marker buoys have been withdrawn and the area is now clear of all obstructions. A local Notice to Mariners has been issued.

Publications- The Marine Bill is making slow progress through the House of Lords, has yet to go to the House of Commons and will now struggle to meet its original timetable of Royal Assent by the end of the session in July. Any further delay in the bill will mean that senior staff for the new MMO cannot be appointed on schedule which may in turn result in a delay in the date for the setting up of the MMO, which at present remains 1st April 2010. There are no implications for the Authority.

7.2 Finance Report

Bank Accounts

	May 2008 £	May 2009 £
DHNA	40,864.34	776,156.03
Cater	1,022,063.37	429,327.06
Pilot	10,261.59	10,904.99
Waiting List	107,112.12	113,505.00

Income

Annual Harbour Dues are down £1,437.88 for the year. This is possibly caused by some boats not being launched due to the recession.

Visitors Harbour Dues are up £948.36 for the year. Other Harbour Dues are down £4557.16 due to the cruise ships etc coming later in the season to the Dart.

Local Buoyage is up £43,011.13 on last year. This figure will balance out the outstanding invoices which are being pursued.

Bank interests received are down £13,571.04 which is to be expected because they are now on six monthly deposit terms.

£15,000 has been received from a grant for waste.

The River Staff have collected 39% more money than in May 2008. This is not an overall increase as the office income is down as visitors are not encouraged to pay in the office.

Electricity invoiced is £9833.03 up £7905.62 on 2008. At last money is being collected! The situation is still being closely monitored.

Purchases

There is nothing exceptional to report.

Overheads

Wages are as usual with the addition of wages for AHM.

Electricity is down £3,306.05 on last year due to quarterly billing rather than monthly as in 2008.

Waste

Waste disposal costs are up due to the purchase of bins for recycling.

Mr Hockaday reported that sales were up 8% on the year to date and costs were almost flat indicating a 5 – 6% improvement. This is good news. He outlined that the Authority needs growth of 3.5% in reserves over costs to fund the capital programme. Mr Hockaday also mentioned that the financial report provided to Board members was improving.

Grant income had been received from SHDC for the Waste Pontoon project which helped to offset some of the costs of the new pontoon and skips. The Harbour Master indicated that increased costs for waste were anticipated in view of the likely increase in landfill tax.

Ms Pudduck asked if there were any grant schemes available which could be used to support the Hoodown improvement project. Mr Cast mentioned that he would check with the architects.

7.3 Office Report

Waiting List Forms

Following consultation with river officers and other staff the waiting list application forms have been reformatted in order to make easier for customer to complete, easier for administration purposes and to reduce the max number of pages from 13 down to 3, this also shows a saving on postage of 15p each time. The Harbour Master is in the process of giving this his consideration prior to using the new forms.

Office Paper Recycling

The Senior Administrator reported that SHDC had started a collection of paper and cardboard from businesses in Dartmouth. The Authority would be participating and the new recycling sacks were better value for money per bag than before. This is because landfill tax is not payable.

Youth Awards

Continuing support in the development stages of the awards scheme (See item 5.4). The work for the Youth Awards will be part of the main website, but the section will have a different look and feel. The navigation aspect will be the same as the main site to keep a consistent style and minimise development costs.

Website

Work is part completed to check and update the website content.

Waiting Lists

A full report on the waiting lists was due to be prepared for the June meeting; this has not yet been done. The waiting lists currently show:-

Kingswear Trots	289	Parsons Mud	24
Kingswear Island	240	Dittisham Mud	23
Dittisham	126	Kingswear Dinghy Afloat	18
DB Pontoon	116	Stoke Gabriel Mud	16
Bight + Warfleet	78	Warfleet Running Mooring	15
Noss up river	69	DVLR	14
LWL 14'	67	Bayards Cove	13
Kingswear Dinghy Rack	56	Dittisham Running Mooring	13
Stoke Gabriel	55	Hoodown Slip	13
Stoke Gabriel Dinghy Pontoon	51	Duncannon	11
Greenway / Galmpton	48	Cornworthy Mud	7
LWL 18'	47	Dartmouth Commercial Dinghy Pontoon	7
Dartmouth Trots	42	Dittisham Dinghy Rack	7
DA Pontoon	41	North Embankment Running Mooring	7
Cornworthy	37	Kingswear Island Commercial	5
Dittisham Dinghy Pontoon Afloat	37		
Dartmouth Dinghy Rack	32		

Pontoon	
Britannia Halt Running Mooring	4
Kingswear Commercial Dinghy Pontoon	4
Stoke Gabriel Foreshore	4
Maypool	3
Noss	3

Sandquay	3
Totnes	3
Bow Creek	2
Cornworthy Running Mooring	1
Total on List at 31/05/09	1651

A total of 1,455 individuals are on the waiting lists, taking into account the fact that some of these people are on multiple lists this will bring the number up to 1651 people waiting for moorings. A small proportion of these people are waiting for a specific mooring or a time in the future.

Planning Applications submitted to SHDC

Monthly review of planning applications. – further information on these can be found on SHDC website.

(http://www.southhams.gov.uk/index/business_index/ksp_development_and_planning/spe-c-search-planning-apps.htm)

Application Reference	Location	Description
0928/09/O	Baltic Wharf Developments Ltd, Baltic Wharf, Totnes, Devon, TQ9 5YX	Mixed use development comprising; up to 6,300 sq.m. marine and business centre and further offices; up to 11,000 sq.m. boat storage; a continuing care retirement community including up to 60 bed nursing home and up to 100 assisted living units and communal facilities; up to 250 dwellings comprising open market, affordable housing and live/work accommodation; up to 950sq.m. of cafe and restaurant uses; small scale retail, financial and professional services; public plaza; car parking; internal roads, cycleways and paths; formal and informal open recreation space; wetland area; riverside walkway; and electricity sub stations
0855/09/F	Beechcroft Cottage, 32 South Town, Dartmouth,	Amendments to approved application 15/0637/06/F for alterations and extension to dwelling

8. Any Other Business

Speeding on the River

The Chairman reported that he had witnessed many occasions of vessels speeding in the Dart in the vicinity of Duncannon. He reported that it is a common sight and that the vessels were often inflatables. Discussion took place about enforcing the speed limit. The Harbour Master reported a lack of speed restriction signs at the launch point in Totnes.

It was agreed to prepare some PR for speeding and the Harbour Master suggested that an additional speed sign should be placed on the slipway adjacent to the Dart/Totnes Rowing Club to publicise the speed limit.

ACTION: Harbour Master to review.

Moorings at Totnes

The Chairman asked what the latest situation was with regard to the vessels moored against the SHDC quay at Totnes.

The Harbour Master reported that the Authority collects income on behalf of SHDC, some money is outstanding and the Authority has been liaising with SHDC. The Authority is waiting for the Council's legal department to indicate the next steps.

10. Move into Committee

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

11. Decisions made "In Committee"

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

12. Date of next Meeting – Monday 13th July 2009 at the Flavel Centre, Dartmouth at 2.00pm.