

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 12th December 2011, commencing at 1400 hrs.

PRESENT:	Mr N Hockaday	Chairman
	Mr J Scott	Vice Chairman
	Mr Cast	
	Mr O Hill	
	Mrs Meacock	
	Mr J Murtagh	
	Mr T Pollard	
	Ms S Pudduck	
	Mr R Giles	Harbour Master
	IN ATTENDANCE:	Ms P Johns
	Mr N Clarence	Assistant Harbour Master

1. Apologies for Absence

There were no apologies.

2. Questions from the Public

There were no questions from members of the public.

3. Stakeholder Groups

- 3.1 River Dart Non Beneficiary Group** - The Harbour Master advised that there was nothing further to report since the last meeting but mentioned that the group appeared to be growing and felt it was good to see the group thriving.
- 3.2 Commercial Users Group (CUG)** – The next meeting of this group is taking place this evening and a report will come to the next meeting.
- 3.3 Association of Dart River User Clubs (ADRUC)** – The Harbour Master reported that minutes had been received from the last meeting and was disappointed to note that the minutes expressed that little progress had been made by Dart Harbour. It was noted that these were the first minutes to be circulated and only the second meeting of this group.

4. Minutes of Meeting held on 14th November 2011

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

5. Matters Arising from Minutes held on 14th November 2011

There were no matters arising.

6 Agenda Items

6.1 Annual Meeting outcomes

The Chairman thanked all staff who had worked hard to make the evening a success. He advised that he omitted to introduce all members of the Board and would include an introduction for the 2012 Annual Meeting.

In future it was felt appropriate that the question and answer session should be minuted and a report prepared for the Board meeting so that a record of questions were kept.

6.1.1 Dittisham Pontoon - Following the questions raised at the Annual Meeting concerning the safety of the Dittisham Pontoon, the Harbour Master advised that in April 2011 the Dittisham Pontoon item was passed by the board to become an operational matter for the Harbour Master to action and that the pontoon meets the BS Standards of the manufacturers.

The following matters were discussed:-

- A response is awaited from Docking Solutions and the Harbour Master will chase this up.
- The whole Dittisham pontoon and bridge is being investigated to find the best solution to the issue.
- Parental responsibility is key and warning notices should be placed to emphasise that.
- If any 'in house' adaptations or alterations are carried out by Dart Harbour the manufacturer's warranty would not be valid. A query should be made about whether there should be any reviews of the pontoon according to the manufacturer's standards.
- Risk Assessments have been carried out for public transit of Dart Harbour pontoons (SMS Binder 4 RA no 45).
- Management of the pontoon should remain operational and wear and tear taken into consideration.
- Appropriate warning signs and no crabbing signs are to be checked and if necessary updated.
- Consultation with local community to take place when planning any changes or replacement of the pontoon and bridge at Dittisham.
- The pontoon is in place to provide a service for access to Dittisham by boat not as a leisure facility for crabbing.
- A response should be prepared for the enquirer.
- No more longitudinal pontoons will be installed.
- Procurement policy for new pontoons will be handled differently than in the past.

It was agreed to close this matter to the Board and leave as an operational matter for the Harbour Master.

ACTION: Harbour Master.

6.2 Pricing 2012/13

The price increases announced at the Annual Meeting and agreed at the November board meeting (In Committee) are as follows and will be adopted by the Authority.

- Increase Harbour Dues by 5%
- Increase moorings by 6.5% (0% last year)
- Increase Visitors charges by 8% (approx)
- Commercial – increase as per agreed formula
- DA/DB pontoons – continue basis of charging to boat length

6.3 Forward Vision

Ms Pudduck advised that Plymouth University had carried out a river trip with the project organiser and 5 students to commence the Forward Vision programme. It was noted that payment would be made on completion of the project.

6.4 Stoke Gabriel Pontoon

The Harbour Master reported that the frames will be prepared in the New Year and the pontoon fitted and installed at Stoke Gabriel in late March/early April. The Authority will liaise with berth holders and give them as much notice as possible.

6.5 Speed Limit

The Harbour Master advised that the Dartmouth Steam Railway & River Boat Company (DSRRB) have agreed a transit time between Dartmouth and Totnes of no less than 90 minutes and had confirmed that their timetables will reflect this in order to stay within the 6 knot speed limit.

Other general speeding issues were discussed and the Harbour Master advised that a radar gun and other remote methods would be procured to enforce the speed limit of 6 knots. Any members of the public witnessing speeding should record and report to the Harbour Office.

6.6 Friends of Dart Harbour (FODH)

A new member has been recruited at the Annual meeting and the FODH secretary has been informed.

6.7 Health & Safety

There are no significant Health and Safety issues to report.

The Harbour Master was delighted to advise that the health and safety audit by our insurers had taken place and an excellent result of 98% achieved by the Authority.

The Safety Management System (SMS) now consisted of around 12 files including legislation, staff, pilotage, navigation, risk assessments, infrastructure and various work boats. There will be a periodic audit of the files and sign off required by staff.

The Authority will declare compliance with the Port Marine Safety Code in March and the Designated Person (Simon Ellyatt) will inspect the SMS in February and report to the March board meeting.

The Chairman congratulated the Harbour Master on this progress.

6.8 Environmental Matters

The Harbour Master advised that slipway consultation will be taking place and that public notice boards which also promote the environment and advice from the Green/Blue company will be installed at various locations in the Dart, including the new slipway.

6.9 Young Champion Awards

The presentations of prize money and certificates were made to the winners of the 2011 awards the Annual Meeting. The winners for 2011 are:-

6.5.1 Age Group 1. Diptford Primary School - who carried out research and produced computer presentations, they wrote music and choreographed dances and performed these and made a wicker sculpture representing the river.

6.5.2 Age Group 2. Samantha Airzee of Dartmouth Academy for a piece of travel writing based around a trip down the river.

6.5.3 Age Group 3. Henry Bomby for sailing around Britain single-handed, sailing across the Atlantic, becoming a professional sailor, taking part in competitions. The judges were inspired by his returning to the river Dart, sailing on it, and being the best kind of role model for young people of the area.

The 2012 Young Champions Awards are expected to be bigger and better than 2011 especially because of the support of Phil Scoble and the river trips provided by Greenway Ferry Co and Dartmouth Steam Railway & River Boat Company.

7. Reports

7.1 CEO Report

The CEO Report was noted and particular reference was made to the following sections of the report:-

2.10.1 Hoodown Phase 1

The Harbour Master advised that the project is nearing completion. The apron is complete, with the exception of the crane. The bridgehead, walkway to water level and Dart Harbour pontoons are expected to be complete by 9th December. The practical completion (PC) date is scheduled for 15th December.

Following the hand over to Dart Harbour there will be a transitional period when the facility will be made ready for work on pontoons to commence.

Town Jetty Bridge

The Harbour Master advised that the new bridge had been installed by SHDC contractors and the Authority worked closely with berth holders, SHDC and the contractors to assist in the smooth installation. There will now be no down time in the bridge for future maintenance as the sections can be removed for maintenance one at a time.

7.2 Finance Reports

Bank Accounts

	November 2010 £	November 2011 £
DHNA	57,320.23	235,543.98
Cater	1,194,426.30	445,012.79
Pilot	11,764.01	12,490.26
Waiting List	117,255.51	123,005.00

Mr Pollard reported that at the end of November the figures were as expected and with the Hoodown costs was down £200,000 on last year.

Since last month the income is flat and a £396 variance had arisen because of advertising income for the harbour guide.

Overall the year has been managed financially well. It was noted that the Duchy of Cornwall payments are now agreed.

Payment of pilotage invoices from cruise ship agents is slow coming in but is expected.

8. Any Other Business

There was none.

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 9th January 2012 at the Flavel Centre, Dartmouth at 2.00pm.