

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 July 2009, commencing at 1400 hrs.

PRESENT:

Mr S Ellyatt	Chairman
Mr E Fleck	Vice-Chairman
Mr M Cast	
Mr T Pollard	
Mr J Scott	
Dr J Walker	
Captain D White	Harbour Master

IN ATTENDANCE:

Mrs P Johns	Senior Administrator
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1. Apologies for Absence

Apologies were received from Mr N Hockaday and Ms S Pudduck.

2. Questions from the Public

There were two members of the public present.

Mr Fraser Hawkins requested to see the plans sent to Dart Harbour by Noss Marina. The Chairman responded that the plans formed part of ongoing negotiations and were commercially sensitive. The discussion regarding Noss on Dart would take place "In Committee".

3. Minutes of Meeting held on 8th June 2009

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

4. Matters Arising from Minutes held on 8th June 2009

Baltic Wharf

The Chairman reported that he had not had an opportunity to examine the planning application details. Following discussion it was noted that consideration should be given to the visual impact from the river and comments should be made on behalf of river users. However, it was also noted that following several meetings with Baltic Wharf a letter of support for the latest proposals had been sent by Mr Fleck on behalf of the board. **It was agreed** that Mr Fleck and the Harbour Master study the plans and report back to the Board.

ACTION: Mr Fleck and Harbour Master.

Speeding

The Harbour Master reported that a Notice to Mariners (08/09) had been sent out to remind river users of the speed limit. South Hams District Council had been consulted about placing a sign near the slipway in Totnes giving details of speed limits in the Dart.

ACTION: Harbour Master.

5. Agenda Items

5.1 Higher Ferry

The Harbour Master reported that he had inspected the new Higher Ferry on 23rd June. The inspection was also attended by Ms Pudduck, Dr Walker, Mr Scott and Mr Cast. It was noted that the Board were broadly contented with the operation from a navigation point of view with the exception of a number of minor points. The Harbour Master has written to the Dart Kingswear Higher Ferry Co Ltd to highlight these points :-

- (a) The amber flashing lights which indicate movement and direction of travel. These are inadequate in sunlight and obscured at times from river craft. Their positions should be raised to make the lights more prominent and the intensity of the light should be increased. However, we are aware that at night that they must not detract from the operator's night vision.
- (b) A request for a copy of the Training Manual, Safety Management System and Operations Manual which has been approved by the MCA. The Authority is particularly interested in the steps taken to ensure that the guide cables drop away from the outer roller fairleads and remain on or close to the water surfaces for a minimum period of time.
- (c) The Board will review the operation of the new ferry in three months time following its operation over the course of the peak season and for this purpose a copy of the Ferry's incident log is required.

Discussion took place and it was noted as follows:-

- The ferry is not classed as a vessel by the MCA
- The simultaneous drive on/drive off system appears to be working well
- The crossing is quicker than the old ferry taking between 3.5 and 4.00 minutes.

ACTION: Review at the October board meeting.

5.2 Dart Young Champion Awards

Mr Scott reported that the project was progressing well, on time and on budget. The logo, headed paper and website are being prepared. It was noted that Nigel Mortimer, the Estuary Officer is involved in developing the first age group material for younger children. Key dates for the project are

Website launch	1 st September 2009
Main Launch (Flavel)	1 st October 2009
Annual meeting	7 th December 2009

5.3 Hoodown Improvement Project

Mr Cast reported on progress in the Hoodown Improvement Project. Plans are to be submitted to SHDC for planning permission with the aim of receiving approval by the end of September 2009. Reports would then come to the Board in October. The works would be allocated either by open tender or following discussions with a preferred supplier. Works could commence by the end of 2009 subject to finance, preparation of a business case and consultation.

Discussion took place around consultation with the Stakeholder Groups. It was felt that the SHG Chairs could be informed of this project at the same time as the pricing meeting. The project would also be discussed at the Annual Meeting to ascertain stakeholder views.

The survey had taken place to assess the ground at the site and 13m piles would be required for the building works.

It was noted that once the costs were known the capital expenditure programme and budget would need to be examined and adjusted if the project was approved.

Once planning approval was given a full business case and costings would need to be prepared and the scope of the final project agreed.

It was agreed that a business case and consultation would take place prior to commencing the building project.

ACTION: Mr Cast to continue to keep the Board informed on progress.

6. Stakeholder Groups

It was agreed to hold an informal lunch meeting with the Chairmen of the stakeholder groups on 14th September 2009 to discuss various issues including 2009/2010 prices and Hoodown. The meeting would be attended by the Harbour Master, Chairman, Mr Hockaday and Mr Pollard.

ACTION: Harbour Master to make arrangements for the meeting.

6.1 River Dart Non Beneficiary Group –The ratified minutes for this group are now published on the www.dartharbour.org website.

6.2 Commercial Users Group -Nothing to report.

6.3 Leisure Users Group– No further progress has been made.

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

7.1 Harbour Master's Report

Maid & Pheobe - Pheobe has been fitted with a semi hydraulic commercial gearbox. As this has a greater reduction than the standard box, the propeller pitch has been modified

accordingly. There was no disruption to the taxi service and both taxis were used when required during the Classic Craft Regatta.

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

Cygnus2- The training program for the new patrol boat has continued throughout June.

Ship Visits - Three successful passenger ship visits took place in June. A 64 metre private superyacht MV Turmoil is due on 26th July for a three day visit following a recommendation from the master of the Mayan Queen. HMS Tyne has now been confirmed as the regatta guardship and is due to arrive at 0845 on 28th August. HMS York, a Batch 3 Type 42 Destroyer, has been added to the ship list for a two day visit on 17th & 18th October. Two further passenger ship visits have been provisionally added to the list for 2010.

Lower River Recycling Pontoon- The new recycling facilities appear to be working well and were particularly useful during the Classic Craft Regatta.

New Higher Ferry- The new Higher Ferry was granted a provisional Passenger Licence by the MCA on Wednesday 24th July and started a limited service on the same day. The operation of the ferry was inspected by the Harbour Master and four board members on Tuesday 23rd July and given initial conditional approval.

Stoke Gabriel Passenger Ferry- The initial trial of the Stoke Gabriel passenger ferry appears to have been a success and DPC are in the process of purchasing an additional boat which will have a multi purpose role and require full MCA certification.

Local Aids to Navigation- A letter has been received from Trinity House following their recent inspection confirming that Dart Harbour had no deficiencies in their Aids to Navigation on the river.

Ministerial Changes- Following the recent Cabinet reshuffle, Paul Clark, the MP for Gillingham, has been appointed the new Ports and Shipping Minister.

Publications- The Marine Bill is now going through its Commons Committee stage having had a second reading debate on 23rd June. DEFRA Ministers are desperately keen to avoid any significant changes to the bill which may extend an already tight timetable despite strong pressure from green leaning MPs during the debate, particularly on the subject of Marine Conservation Zones.

Health and Safety - There have been no significant Health & Safety issues during the past month. The Health & Safety audit which had been set up with an independent consultant will be rescheduled as the consultant failed to meet the appointment.

ACTION: Harbour Master to organise another Health & Safety audit.

7.2 Finance Report

Mr Pollard reported that the majority of income for the year had now been received, with the exception of the visitors' fees for the remainder of the season.

The income is running 3 – 3.5% over budget, as planned, to fund the capital expenditure programme.

The budget is on track for the majority of categories, however there are a number of timing issues. The Duchy rent has not yet been paid and this is likely to be paid in September.

The waste disposal budget is 100% over budget, but this should drop by the end of September or beginning of October. It was noted that the new waste containers had been purchased from this budget, which was associated with the refurbishment of the waste pontoon and is not a normal recurring expense within the waste budget. Mr Fleck mentioned that the grant which had been received towards the cost of the new waste pontoon was not shown in the budget figures.

Bank Accounts

	June 2008 £	June 2009 £
DHNA	33,597.37	142,957.33
Cater	981,477.00	1,079,361.20
Pilot	10,318.97	10,904.99
Waiting List	106,905.00	113,505.00

Income

Annual Harbour Dues are down £1,246.76 for the year.

Visitors Harbour Dues are down very slightly on the month, but £895.76 up on the year.

Visitors' buoyage slightly down on last year £745.51.

Pontoon/Dinghy berths up £10,706.31 on last year, more facilities to let.

Bank interest received – as expected down £18,372.32 on the year – however we have three accounts where interest is paid in 6 months. Interest is not even close to that achieved in previous years.

Purchases

Maintenance £2,941.92 down on last year.

Electricity down on last year, however 3 monthly accounts have only just gone out. This account is monitored closely.

Overheads

Wages for the year are £8,453.35 over budget in view of sickness and maternity cover.

Pension is a timing issue.

Electricity is £7,643.55 down on last year as berth holders appear to be using it sparingly! This is still not quite breaking even.

7.3 Office Report

New forms for the waiting list are now being used and are available for download from the website. Customers find the new forms more simple to complete.

Continuing support in the development stages of the Young Champion Award scheme. Diwana Creative have done the majority of the work for the website and a headed paper design prepared for the information packs, press releases and correspondence. New logos for the award scheme based on the Dart Harbour logo have been developed by Diwana Creative.

8. Any Other Business

Noss on Dart

Correspondence has been received from Noss Marina Ltd and would be discussed "In Committee" because of commercial sensitivity.

Human Resources

The Harbour Master reported that Caroline Giles (the Authority's human resources consultant) will be attending a meeting on 30th July to discuss various matters relating to human resources.

Board Training Day

The Harbour Master reported that accommodation has been booked in Fowey for the Board Training Day. Discussion took place about transport and **it was agreed** that Ms Pudduck and the Harbour Master should make suitable arrangements and update the board by email.

ACTION: Ms Pudduck/Harbour Master

National Coast Watch Station, Froward Point

The Harbour Master informed the board that he had been approached by the station Manager at Froward Point with a request that the board consider the provision of some funding towards the facilities provided at the Froward Point National Coast Watch Station. Discussion took place and it was noted that the harbour office frequently refers to the live weather station information on the Froward Point website which provides a true indication of past and current wind and weather conditions at the harbour entrance. The station is entirely self funded. **It was agreed** to contribute a one off sum of £350.

ACTION: Harbour Master.

Team Dart Nav

The Harbour Master reported that three staff members in Authority uniform took part and won the Old Gaffers Race in the Classic Boat Regatta on 4th July. The Board extended congratulations to the team.

Dartmouth Chronicle

The Board noted a letter of complaint written to the Dartmouth Chronicle. The letter referred to siltation, rubbish in the river and a "slick of slurry" on the water surface. The author of the letter laid the blame at the Authority's door. The Authority completely refutes these allegations, and has since 2002 annually contributed to the maintenance of the river firstly via DEEM to the tune of £15,000 per annum and more recently to the AONB Estuary Officer post. A comprehensive survey has shown that the river is not silting up with its main navigation channel to Totnes now deeper than 3 years ago and the "slick of slurry" being a naturally occurring algae bloom which appears almost annually in early summer. As a result of the efforts of DEEM and SWW (Clean Sweep) the river is cleaner than it has been for many years. **It was agreed** to consult with Nigel Mortimer to respond to the Chronicle.

ACTION: Dr Walker draft a response and to follow up with Nigel Mortimer.

Complaint to the Board

It was noted that a complaint had been received by the Chairman concerning the policy of discounted harbour dues which applies for a limited period at the start of each charging year to invoices normally generated by Harbour Management. **It was agreed** that the Harbour Master's decision to follow the current policy was appropriate and would be upheld by the Board.

10. Move into Committee

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

12. Date of next Meeting – Monday 14th September 2009 at the Flavel Centre, Dartmouth at 2.00pm.