

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 September 2011, commencing at 1400 hrs.

PRESENT: Mr N Hockaday (Chairman)
Mr J Scott
Mr O Hill
Mrs H Meacock
Mr J Murtagh
Mr T Pollard
Mr R Giles Harbour Master

IN ATTENDANCE: Ms P Johns Senior Administrator

1. Apologies for Absence

Mr M Cast and Ms S Pudduck.

2. Questions from the Public

There were 3 members of the public present.

Mr Steve Bailey asked about progress contacting South Hams District Council (SHDC) regarding the embankment. The Harbour Master advised that a meeting was being held with SHDC shortly and the matter would be raised then.

Mr Bailey also asked about how the Authority was going to police the green pontoon (12 hour max) as people could move their vessel during the course of a day and return it.

The Harbour Master explained that the Authority is trying to provide a variety of facilities for dinghies and these include pontoons for 2, 6 and 12 hour periods of time. The pontoons will be policed according to the resources available and abuse of the facilities will be acted upon. Users should observe the relevant times.

Mr Bailey then asked what the Authority planning to do with the pontoons. The Harbour Master advised that they would require refurbishment and this would be carried out during the winter.

Mr Bailey requested that the Authority gives consideration to providing more facilities for dinghies.

The Harbour Master advised that the Moorings Policy review had identified that more dinghy facilities were necessary and that the Authority would be giving this consideration for the future.

Mr Brian Woodgate asked about what the Authority is doing to police the pontoons with relation to crabbers. He explained that a river officer had told him that he had not been

told to deal with crabbers. The Harbour Master responded that he would ensure all staff were aware that crabbers should be contacted.

Mr Brian Woodgate also asked that the Harbour Master speak to the river boat companies where were navigating through the moorings rather than through the navigation channel, he provided photos of several vessels doing this.

The Harbour Master agreed to speak to the company in question.

ACTION: Harbour Master to inform river staff about crabbing and to contact the river boat companies in relation to navigating through the moorings.

The Chairman thanks the members of the public present for their questions and explained that the Authority is endeavouring to keep abuses to a minimum within known rules and guidelines and would ensure that the Schedule of Charges clearly identifies all relevant fees and costs.

Regatta

The Chairman noted that Regatta had been slightly quieter than in previous years and expressed his thanks to all staff and to the Harbour Master for successfully managing his first regatta.

3. Stakeholder Groups

3.1 River Dart Non Beneficiary Group – It was noted that Mrs Meacock attended the last meeting where the Commander from BRNC had given a presentation and offered to host the next meeting. Mrs Meacock reported that there were a few questions about the development at Hoodown and that the event was well attended. Mrs Meacock advised that she would be happy to attend again.

3.2 Commercial Users Group – the Harbour Master reported that he had attended the meeting on Monday 5th September. One of the main issues discussed was speeding and the Harbour Master explained to them about the process of warning, enforcement, and eventually removal of facilities for perpetrators. Another matter discussed was about the temporary pontoon where it was noted that outboards should be left down for short stay vessels. The Harbour Master also gave an update on Hoodown and informed them about a commercial vessel that had been excluded from the port because it was operating in contravention of its licence.

The Board then discussed speeding in general and investing in CCTV cameras was suggested. Mrs Meacock advised that there was CCTV coverage at Greenway and that the Authority was welcome to view the footage if required. The Harbour Master advised that one benefit from regatta was the joint working with the Police who were keen to become more involved in the Dart and may be able to assist with night time patrols. The Harbour Master advised that he would continue to liaise with the Police.

3.3 Association of Dart River User Clubs (ADRUC) –.It was noted that a meeting has still not taken place. The Chairman advised that he would speak to the chairman of the group.

4. Minutes of Meeting held on 11th July 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 11th July 2011

Annual River Inspection

The Annual River inspection took place on 9th August. The Board expressed thanks to the Harbour Master for the programme and appreciated the range of the river seen including a visit to the weir at Totnes.

Board Training

The dates for the annual Board Training event are 3rd and 4th October. The discussion for this will take place In Committee.

6 Agenda Items

6.1 Noss on Dart

Nothing to report. The Harbour Master reported that nothing has been heard from Noss Marina Ltd and advised that their opportunity to commence work this winter had been lost. It was felt unlikely to see any development at the site in 2011/2012.

6.2 Friends of Dart Harbour (FODH)

Nothing to report. The minutes of the last meeting are still awaited.

6.3 Health & Safety

There are no significant Health and Safety issues to report.

6.4 Environmental Matters

Nothing further to report from the July Board meeting. The Harbour Master reported that the process for the MCZs continues and he will report on any developments. Nigel Mortimer, Estuary Officer will be reporting to the October meeting.

6.5 Young Champion Awards

Mr Scott reported that the autumn river trips for schools were being supported by both Greenway Ferries and the Dartmouth River Boat Company and would be running at the beginning of October. Phil Scoble who is co-ordinating the scheme has had an excellent response from schools and is assisting with scheduling the events.

Presentations to the winners of the 2011 Young Champion Awards will be made at the Annual Meeting on 5th December.

7. Reports

7.1 CEO Report

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

2.3 Other Visits

The Chairman reported that the statistical information provided was very useful and would like to see more statistics produced.

The Harbour Master advised that graphs have been prepared to continue with the statistics, but so far only one year's figures are available. Comparisons would be available from next year. The Chairman suggested that other comparative charts would also be useful (eg profit and loss, income etc).

2.6.6 Mooring Contracts

Action is in hand to simplify the range of different DHNA mooring contracts from the current figure of 19 to a lower number. All new mooring contracts offered will be contracts valid from 1 April to 31 March year on year. The draft contracts are being considered by a solicitor and the Harbour Master reported that he would report back once more information was available.

3.4 Waiting List Administration

Discussion took place about introducing a "3 strikes and you're out" system to the waiting list. It was noted that there are lot of permutations and many reasons for people being on the waiting list. It was felt that it should be introduced in phases with a letter being sent to those on the waiting list in the first instance.

It was also noted that as part of the Moorings' Policy Review it had been agreed to make the Waiting List available to view (taking into account the Data Protection Act) to the public in due course.

The Harbour Master advised that the changes were being brought in to improve the waiting list turnover and to locate any deadwood in the system.

Following discussion it was agreed to implement the policy, write to all applicants, weed out those no longer wishing to be on list and give applicants an opportunity to respond.

It was proposed by the Chairman and seconded by Mr Scott with 4 in favour and one abstention **“that the three strikes and you’re out policy be introduced to the Waiting List”**.

ACTION: Harbour Master/Senior Administrator

3.12 Apprentice.

The Harbour Master reported that the Authority is taking on Mike Clark who will be starting with Dart Harbour as an apprentice by the end of September. He will be studying 1 day a week at the South Devon College, Noss Marine Academy for an NVQ 2 in Marine Engineering. He has accepted the position and is looking forward to starting work.

4.4.4.1 Public Slipway Upgrade

The Board were invited to comment on the consultation report. It was noted that the sheet piled slipway option is favoured by SHDC and the consultant (Scott Wilson) due to cost, and EA opposition to driving piles. The public consultation started on 5th September, and is exhibited in the Guildhall. SHDC await board comments by 16th September prior to proceeding with the project.

Discussion took place and particular reference made to the following:-

- Concerns that more siltation may occur in other parts of the river as the sheet piling would not provide so much water movement as driven piles would provide.
- A query about what the breakdown of costs and funding contributions was requested.
- A suggestion was made that a modelling survey of the river be carried out to test the two scenarios for siltation from a sheet piled slipway and a driven pile slipway and the cost of approximately £6,000 for this be taken from the £50,000 set aside for the slipway. There was concern that the cost for rectifying adverse siltation in the future caused by the change in slipway could be costly to the Authority.
- It was suggested that a meeting be held with the Leader of the Council (Cllr John Tucker) in order to improve communications with the Council.

Following discussion **it was agreed** that the Board were broadly in support of the new slipway but that a breakdown of the costs and contributors be provided by SHDC.

ACTION: Harbour Master to respond to SHDC.

7.2 Finance Reports

Bank Accounts

	August 2010 £	August 2011 £
DHNA	182,704.20	525,442.99
Cater	1,241,507.80	948,761.33
Pilot	11,521.07	12,016.25
Waiting List	117,255.00	120,006.11

Mr Pollard reported that the 2011 position is holding up reasonably well, given the somewhat challenging economic environment in which we are operating. **Income is 1.1% below budget**, a significant proportion of which is related to the Hoodown effect on Kingswear pontoon so is expected. **Cash costs are up 7.4%** but most of this is attributable to the settlement with the Duchy and a slightly earlier payment for the Estuary Officer. There are many “swings and roundabouts” on the other overheads but generally within tolerance.

The message from this, especially as income tails off now for the remainder of the year, is that we must exercise prudence in ALL overhead expenditure.

The Capital Expenditure position is more concerning. The Harbour Master has indicated that Hoodown Phase 1 costs are likely to be in the region of £770,000, up £117,000 (18%) from the July board meeting. This will be difficult to absorb and maintain our other plans. An increase in the DA/DB dredging costs estimate by £15,000 plus the likelihood of the Slipway contribution being required (£50,000) together with Stoke Gabriel pontoon, means that we will exhaust our cash reserves at the end of February next year. Our previous estimates showed a cash low point of £127,000 at the end of February 2012 – this is now absorbed by known overspend. The flow through effect of this will be that 2012 capital expenditure will have to be reassessed.

Discussion then took place regarding:-

- **Hoodown Development Project**

The Harbour Master reported that the piling is almost complete with two more to do. Some of the concrete work is under fabrication and the contractors have started demolishing part of the old apron which is not part of the new development. The project is on target to finish Phase 1 by the end of October.

The Harbour Master reported that because of the time delays caused by the bund/klargester additional works, time penalties have been incurred which will come to an additional 41 days (£112,000).

The Harbour Master advised that he had questioned the contractor about manpower issues and requested a breakdown of upcoming costs. He has indicated that the staffing is being monitored and the Authority will not pay for more personnel than are seen on site.

However, it was noted that the projects costs to date were still cheaper than the next cheapest quote for the job which had been given prior to knowledge about any additional expense arising from unexpected eventualities.

- **Stoke Gabriel Pontoon**

It was noted that £100,000 had been identified for this project over January and February 2012 and the bill would be settled in the current financial year. The Harbour Master advised that the cost quoted from the chosen supplier was around £75,000 overall.

Further discussion took place and in particular reference made to:-

The Dartmouth slipway was in the plan for 2011 but would probably not be required in this current year as the project was still in the consultation phase.

February 2013 was looking like a low point and work will be needed to adjust the proposed capital expenditure projects to keep within funds available.

It was noted that the Authority has under-invested in the past.

Consideration would have to be given to prioritisation of projects and to pricing policies for 2012/2013.

Concern was expressed that the other proposed piling works may be delayed due to funds available and that the mobilisation charge to commence the works may now be payable if the contractors leave the river after the Hoodown Project. A decision on this project would be required by the end of September.

Mr Pollard reported that the Authority would try and avoid recourse to loans in the future.

Two major items were coming up in the future (Kingswear Island pontoons and Town Jetty) would need planning.

It was agreed to hold a meeting to discuss future capital expenditure spending on 15th September and that Mr Pollard, the Chairman, the Harbour Master and the Finance Manager attend.

ACTION: Chairman, Mr Pollard, Harbour Master and Finance Manager..

Winter Harbour Dues

An item in the Finance Report regarding Winter Harbour Dues was discussed and **it was agreed** not to change the current system.

ACTION: Harbour Master.

8. Any Other Business

There was none.

9. Move into Committee

It was proposed by Mr Pollard and seconded by Mr Hill with all in favour, ***“that the meeting move “Into Committee”.***

10. Decisions made “In Committee”

It was proposed by Mr Murtagh and seconded by Mrs Meacock, with all in favour ***“to ratify decisions made In Committee”***

11. Date of next Meeting – Monday 10th October 2011 at the Flavel Centre, Dartmouth at 2.00pm.