

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 10th January 2011, commencing at 1400 hrs.

PRESENT:	Mr N Hockaday	Chairman (Item 2 onwards)
	Mr J Scott	Vice Chairman (Item 2 onwards)
	Mr O Hill	
	Mrs H Meacock	
	Mr J Murtagh	
	Mr T Pollard	
	Ms S Pudduck	
	Mr R Giles	Harbour Master (Chair Item 1)
IN ATTENDANCE:	Mrs P Johns	Senior Administrator

1. Election of Chairman and Vice Chairman

The Harbour Master took the chair for the election of Chairman and Vice-Chairman.

It was proposed by Ms Pudduck and seconded by Mr Scott with all in favour ***that Neil Hockaday be re-elected as Chairman for a further year***

It was proposed by Mr Hockaday and seconded by Ms Pudduck with all in favour ***“that Jan Scott be re-elected as Vice-Chairman for a further year”***.

It was agreed that Mr Ernest Fleck be co-opted to the Board for a period of one year

Mr Hockaday took the chair.

The Chairman welcomed Mrs Helen Meacock and Mr Owen Hill to their first board meeting. All members provided a brief profile of their background and experience for the benefit of the new board members.

All the board members were pleased to hear that Peter Pudduck was making a good recovery after a recent illness.

2. Apologies for Absence

Apologies were received from Mr E Fleck and Mr M Cast.

3. Questions from the Public

There was one member of the public present. Mr Phil Sheardown reported that he had attended the Friends of Dart Harbour meeting held on 6th January and that officers had been elected and a skills matrix is being prepared.

It was noted that the FODH would be discussed at the February meeting.

4. Stakeholder Groups

- 4.1 **River Dart Non Beneficiary Group** – the next meeting will be on 17th March 2011, at 1930 hours at Ashprington. The Harbour Master will attend.
- 4.2 **Commercial Users Group** – 10th January 2011 at 1900 at the Dartmouth Yacht Club. The Harbour Master will attend.
- 4.3 **Association of Dart River User Clubs (ADRUC)** – Nothing to report.

5. Minutes of Meeting held on 13th December 2010

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

6. Matters Arising from Minutes held on 13th December 2010

Following a discussion about the length of the December minutes **it was agreed** not to reproduce the CEO & Harbour Master report verbatim in future minutes.

ACTION: Senior Administrator to minute discussions arising from the reports, but not to include the whole report in future minutes. The reports, however, will be made available to be read in conjunction with meeting minutes as appropriate.

Easement Across Foreshore at Dittisham

The Chairman requested that Mr Hill inspect the correspondence and give an indication of the legal position. It was noted that Dr Walker would be able to provide some information to Mr Hill.

ACTION: Harbour Master, Mr Pollard and Mr Hill to meet in Dittisham to make an inspection of the foreshore and bridge.

Yarmouth Navigator

The Harbour Master reported that he had spoken to the proposed purchaser and only three items were delaying the vessel's departure from the Dart. These were fuel, availability of the skipper and an appropriate weather window.

Following discussion **it was agreed** to transfer ownership to the proposed purchaser prior to departure for the agreed fee.

ACTION: Harbour Master to liaise with the proposed purchaser to transfer ownership of the Yarmouth Navigator.

Pontoon Piles

The Harbour Master requested to defer this item until the Hoodown Development Project costs were finalised. **It was agreed** to report once the information was available.

ACTION: Harbour Master to report back once the information had been obtained.

Hoodown Development Project

The Chairman queried whether the balance for the purchase of the yard crane had been included in the capital expenditure budget.

Mr Pollard reported that there were sufficient funds for the balance to be paid.

Dittisham Pontoon

The Harbour Master reported that he had inspected the planks on the Dittisham pontoon and the location of the removable safety planks were not obvious. Discussion took place and a comment made that there may be a risk of tampering or vandalism if it was obvious that the planks were removable.

It was agreed that immediate steps be taken to rectify this by arranging a site visit with the manufacturers, provide safety signage to warn of danger of deep water and slippery surfaces and to report back to the February board meeting.

ACTION: Harbour Master and Mr Pollard to arrange to meet in Dittisham with the manufacturers of the pontoon.

Strategic Business Plan

The Chairman highlighted the need for a forward plan document for a number of activity areas. The majority of the Authority's main operational strategy is defined in the Moorings' Policy but work is required to develop a directional document for other areas. It was noted that in 2000 Plymouth University carried out economic impact and tourism research on behalf of the Authority.

It was agreed to:-

- (a) Investigate commissioning research by Plymouth University to provide statistics in order to develop the forward plan document. The research should be based on the previous research document carried out by Plymouth University in 2000.
- (b) Consult Stakeholder Groups and FODH to comment and provide feedback for the research.
- (c) Prepare a strategic risk analysis for the February board meeting which would be utilised in tandem with the new forward plan document.
- (d) Publish the new forward plan document prior to the Annual Meeting in 2011.

ACTION: Harbour Master to prepare strategic risk analysis for approval. Ms Pudduck, Harbour Master and Senior Administrator to meet, then make enquiries about commissioning research from Plymouth University.

7 Agenda Items

7.1 British Tourism Week – Party on the Pier

Consideration was given to a promotion by National Historic Ships in response to an initiative from British Tourism Week to hold an event during early March 2011. The information had been provided by one of the FODH. Following discussion **it was agreed** not to participate on this occasion in view of the short notice given and the inappropriate time of year to promote such an event.

ACTION: Harbour Master to inform the FODH of the Authority's decision.

7.4 Health & Safety

There are no health and safety incidents to report since the last meeting.

The Harbour Master drew attention to the Port Marine Safety Code (PMSC) which was due for renewal. The Harbour Master assured the Board that the Authority is working in an operationally safe manner with appropriate risk assessments are in place, but wants to tighten up the system for both the river and the office. Following discussion **it was agreed** to review the PMSC document during June in order to give the Harbour Master an adequate opportunity to familiarise himself with the lengthy document.

ACTION: Harbour Master to take forward and report back to the Board in July.

7.5 Environmental Matters

The Chairman referred to the report provided by Nigel Mortimer which aimed to clarify the new Marine Protected Areas. Some special areas relate to the Dart and the board felt that further clarification would be welcomed from the Estuary Officer in order to fully understand how these areas will impact on the Authority and the Authority's stakeholders. Following discussion **it was agreed** to

- (a) invite the Estuary Officer to provide a simple brief for the stakeholder groups; and to
- (b) invite the Estuary Officer to provide an update on the Marine Protected areas and implications for the Dart at the February board meeting on the new Marine Protected Areas.

ACTION: Harbour Master to make arrangements.

8. Reports

8.1 CEO Report

The CEO Report was noted and discussion took place concerning:-

Hoodown Development Project

Water enabling works will be taking place prior to phase 1 commencing. It was noted that there was a slight slippage in programme for phase 1 by approximately one week. This

was due to staff sickness at the preferred contractor which had delayed the final costings being prepared. These were expected imminently.

It was noted that berth holders in the vicinity of Hoodown have been informed of the need to relocate their vessels and would be contacted again once the project starts and exact detail of vessels to be moved is known.

Discussion took place when concern was raised about the impact on harbour operations if the project is delayed. Particular reference was made to the type of contract being used and the impact any delay would have on operational matters.

The Harbour Master advised that there was a low risk to a delay in operational matters and he was confident of the ability to manage manpower, the fleet, collection of dues and preparation of pontoons. The project constituted the biggest investment the Authority has made for some time and that it was vital to get it right. The Harbour Master also advised that Summer and Winter requirements were different at Hoodown and it was more important that the facility was available in Winter. During the Summer most staff activity is afloat and not at Hoodown. Mr Murtagh commented that in some ways it was advantageous to conduct the project clear of the winter months.

Following questions from Mr Hill, it was noted that the project would be delivered with an ICE form of contract and be closely monitored and kept on task by the appointed project manager. A letter of intent will be sent as soon as the final drawing and costs are approved.

The Harbour Master advised that the contractors will be self motivated to complete the project on time.

It was agreed that a contingency plan for river operations would be necessary in order to be prepared should any delay arise and to ensure the preferred supplier is aware of board concerns.

ACTION: Harbour Master.

Pilotage

It was noted that 10 cruise ship calls are expected so far in 2011. **It was agreed** to liaise closely with the Dart Pilot (Captain White) and Des McClindon to ensure that the pilot was available and booked and that Mr McClindon obtained tripping experience with Captain White. The initial pilotage meeting is scheduled for the end of February.

ACTION: Harbour Master

Low Water Landing

The Harbour Master reported that since his report he has received a reply from Mr Maishman and a site meeting will be arranged shortly.

8.2 Finance Report

The Finance Report was noted.

Mr Pollard reported that there was nothing to alarm him and the figures give a snapshot of the year, but that there will be several refinements before the final figures for 2010 are available. An invoice for £10,200 for the Authority's contribution to the Estuary Officer has just been paid. Preliminary results are close to budget. Cash resources are £340,000 up on the position from last year and Mr Pollard gave an assurance that the Hoodown Development Project could be achieved. An accrual has been made for £60,000 for the Duchy rent and a meeting between the Authority and the Duchy of Cornwall will take place shortly to discuss some categorisation issues in the lease.

Bank Accounts

	December 2009 £	December 2010 £
DHNA	73,942.78	151,171.71
Cater	781,778.09	1,044,426.35
Pilot	11,334.48	11,780.84
Waiting List	120,455.00	117,855.54

9. Any Other Business

Noss on Dart

- (a) *Commencement of Works.* The Chairman advised that enquiries should be made to Noss Marina Ltd (NML) about dredging works taking place and to ascertain whether this constituted the commencement of the marina development. The Harbour Master felt that the dredging work was not the commencement of the project but were in all likelihood enabling works. **It was agreed** to seek clarification from NML.

ACTION: Harbour Master to write to NML.

- (b) *Environmental Project/Section 106 Agreement.* The Chairman highlighted for the benefit of the new board members that a considerable sum was proposed to be paid by NML for appropriate environmental projects, as part of a Section 106 Agreement, and that the Sharpham Trust had identified a potential project in the Hole in the Wall area. Mr Murtagh had attended a meeting at Sharpham to see the ideas for improvements to the reed beds. The Chairman advised that the Authority would have an input to ensure the navigation of the river was maintained and that risk of siltation arising from changes to the Hole in the Wall was limited. **It was agreed** to observe and monitor developments and request to see an engineering report on the proposed project if available.

ACTION: Harbour Master to liaise with Sharpham Trust on progress to date.

- (c) *Planning Consent.* It was noted that outline permission has been granted but that full planning consent has not yet been granted. An objection by the Environment

Agency has been lodged and NML are appealing against the decision. **It was agreed** that an update on the status of the planning consent be sought from NML.

ACTION: Chairman to telephone Mr Corner of NML.

It was also agreed to keep Noss on Dart on the agenda each month.

ACTION: Senior Administrator

Board Calendar

The Chairman proposed to prepare a board calendar of annual activities and projects, which would also be incorporated into the proposed forward plan document mentioned earlier in these minutes.

ACTION: Chairman and Senior Administrator to prepare new Board calendar.

10. Move into Committee

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

11. Decisions made "In Committee"

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

12. Date of next Meeting – Monday 14th February 2011 at the Flavel Centre, Dartmouth at 2.00pm.