

Dart Harbour and Navigation Authority

Minutes of a Meeting of the Dart Harbour and Navigation Authority held at The Clifton Room, The Guildhall, Victoria Road, Dartmouth on Monday 11th June 2018, commencing at 1830 hrs.

PRESENT: Zoe Briant-Evans (ZBE)
Mike Burden (MB)
Captain Mark Cooper (MC) - Harbour Master/CEO
Tim Dewing (TD)
Julian Distin (JJD)
James Dodd (JD) – Vice Chairman
Richard Eggleton (RE)
John Ellwood (JE)
Tristan Harwood (TH)

IN ATTENDANCE: Penny Johns (PJ) Senior Administrator

050/18 Apologies for Absence

Apologies were received from MH, TT and OH. JD chaired the meeting.

051/18 Minutes of the Meeting held on 9th April 2018.

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

052/18 Action Grid - Status of Actions set on 9th April 2018.

Ongoing Actions

Issue/Min No	003/18.1
Description	Young Champion Award
Action Required	MC to approach Kit Noble at the Royal Dart Yacht Club to ask if he would be interested in being co-opted to the Board to run the scheme.
Status	Ongoing
Update	<i>February:</i> MC advised that he had spoken to Kit Noble and Sue Pudduck and will continue to take this forward by arranging a meeting to discuss further. MC felt there was a need to broaden the membership on who can take this up. JD suggested that Anna Christie at Dart Sailability and the stakeholder groups. MH recommended that representatives from Totnes are also included in this scheme. <i>April:</i> MC advised that there is a problem with resource to run this project. He stated that Kit Noble and Sue Pudduck are keen to take part, but they are keen for a Board Member to take an interest. Following a discussion it was agreed that TT be the Board Representative for the Young Champions Awards.

	<p>ACTION: TT and MC to liaise with Sue Pudduck and Kit Noble to take forward and arrange a meeting in May. <i>June:</i> MC advised not complete – Action continues</p>
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Issue/Min No	011/18.6
Description	Cruise Ships
Action Required	<ul style="list-style-type: none"> a) Review the Authority's commitment to cruise ships post 2018 season b) Dart Harbour to continue to lead on cruise ships in Dartmouth c) Tricia Daniels to continue to be the marketing lead for cruise ships and to attend the Miami cruise convention in 2018. d) The Authority should engage with Dartmouth Town Council (DTC) and the TIC.
Notes	<p>(a) MC advised that it had been decided that Dart Harbour should continue to lead on the cruise ship campaign and that the TIC had been engaged to deal with the customer liaison on cruise calls to Dartmouth.</p> <p>(b) There would be no representation at the Cruise Convention in Miami in 2018 as Tricia Daniels cannot attend.</p> <p>(c) There will be potential to liaise with Plymouth in relation to the Mayflower 400 campaign.</p> <p>MC advised that he had written to DTC and advised the Board that the TIC reception team is run by DTC. It was felt that DTC should show more enthusiasm. It was noted that the Board report did give budget support to cruise ships but that a long term plan was needed.</p>
Status	<p>Ongoing - MC advised that the preparation and procedure is already in place for a normal visit. Unfortunately, Saga Pearl 2 cancelled so there has not yet been a live run. MC wants to check the processes are working with a ship in port.</p> <p><i>June:</i> MC advised that he had not yet had chance to talk with the TIC about their performance but would do so after the next cruise call.</p>
	Action Closed

Issue/Min No	011/18.6
Description	Cruise Ships
Action Required	MC and TT to liaise with Dartmouth Town Council to improve liaison and arrange a meeting with the mayor and David Gent.
Notes	It was noted that Dart Harbour are still marketing to attract cruise ships. This task would be better suited to a tourist office, for instance on decisions about shopping, leaflets and visitor experiences.
Status	Ongoing

Issue/Min No	012/18
Description	Marketing Report
Action Required	To increase the website budget and to begin the recruitment of the PR/Marketing contractor using the principles. Interviewed and companies with 8 people or more with an approximate hourly rate £30 per hour.

	<p>To discuss this more broadly in one of our workshops with market research and mooring analysis.</p> <p>ACTION: MC to progress the recruitment of a PR/Marketing contractor and the website upgrade. Completed Susie Hudson lead.</p>
Status	<p>Ongoing</p> <p><i>June:</i> MC advised that work is taking place for the new website and for marketing and social media. Web design and company selection is planned for Thursday 14th June. MC also advised that the budget will need to increase to approximately £20,000, but still within delegated powers and can be sourced from marketing lines in the budget. MC to advise Board Members once a supplier has been appointed.</p>

Issue/Min No	025/18.5 GDPR
Description	It was agreed to continue to develop the GDPR road map for compliance.
Action Required	MB and PJ to develop further
Status	<p>Ongoing - Report done by MB for the Board meeting</p> <p><i>June:</i> Privacy Notice prepared by MB/PJ and MB asked that the Board approve this for publication and distribution. This was agreed. It was noted that the Privacy Notice was not fixed and may need to change over time. The basic principle will be to advise contacts on collection what the Authority will use their data for and refer them to the privacy notice. MB advised that most legal bases do not require consent, so Dart Harbour can justify on the basis of legitimate interest.</p>

Issue/Min No	026/18.2 DA/DB Pontoon Project
Description	It was agreed that MC goes ahead with the DA/DB proposal, tries to get as much consensus as possible from berth holders and communicates with the Board via email.
Action Required	MC to move ahead with the proposal to join the DA/DB pontoon and keeps the Board informed.
Status	<p>MC advised that 2 customers were not content with the proposal but had accepted alternative berths after the join is made. MC advised that he proposed to use a temporary pontoon to do the join up in the near future and that the final join up would be done at the end of the summer season to reduce disruption to berth holders.</p> <p>JJD asked if DC will it be used for the shuffle. MC clarified that the half of the outside of DA would be used for visitors and the rest for permanent berth holders.</p> <p><i>June:</i> MC confirmed that the DC pontoon was not required for the reshuffle. Action closed until MC advises complete.</p>

Issue/Min No	027/18 Pilotage Services
Description	<p>it was agreed:</p> <p>(a) To supplement the pilotage services utilising the two Fowey Pilots already registered with Dart Harbour as follows:</p> <p>(b) That Fowey Pilots conduct pilotage for large vessels (over 90m LOA) entering the river with HM/RE understudying and able to provide advice to pilot on local knowledge in accordance with a formal risk assessment.</p> <p>(c) That RE/HM conduct pilotage for vessels entering the river of less than 90m LOA.</p> <p>(d) That RE/HM conduct pilotage for all vessels anchoring outside the Castles.</p> <p>(e) That Dart Harbour Board invite Captain Rich Eggleton to join the Board as a co opted member for pilotage experience and to assume the position of Dart Harbour senior pilot.</p>
Action Required	MH and MC to implement the decisions taken above
Status	<p>Procedures in place awaiting first visit 21 June 18.</p> <p><i>June:</i> MC advised that Fowey Pilots had said they were not happy to do pilotage with MC/RE training, but want to give ship handling advice to MC/RE as pilots. Currently awaiting ship visit on 21st June and this has not been trialled yet</p>

Issue/Min No	038/18 Questions from the Public
Description	Alan Sherratt asked whether the Authority had considered using a digital sticker with a chip that is attached to boats.
Action Required	MC to instigate some PR activity to encourage the use of the triangular stickers
Status	<p>Complete. Stickers going well. Can see point of digital</p> <p><i>June:</i> Action Complete</p>

Issue/Min No	041/18.6 Dartmouth Scrubbing Grid
Description	The DP expressed the view that the public should not use the grid, in view of the history of one in 15 boats using the grid having accidents. In his opinion use of the grid is fundamentally dangerous and it would leave the Authority exposed in the event of a liability claim. He felt that a proper solution was needed and that the Authority should have nothing to do with it.
Action Required	Board Members and MC to circulate their views and background information, including the advice from Dorade Law to MH.
Status	<p>Awaiting contractual arrangements from SHDC.</p> <p><i>June:</i> Since April now got through docs sent through, draft licence agreement, shared with TT, just seems to take time. Go back with comments. Disappointing, wanted to take grid out of agreement, but they want to keep together. Very slow and disappointing. Will take time, trying to squeeze money out of infrastructure. Ongoing.</p> <p>It was agreed to move to the agenda rather than action grid. It was agreed that MC should manage the risk as best possible but that a proper procedure needs to be put in place for the Dartmouth Grid.</p>

Issue/Min No	042/18 GDPR Report (MB)
Description	Proceed with the programme to move to GDPR compliance
Action Required	MB/PJ to develop the GDPR procedures
Status	Privacy Policy written and circulated. Approval needed to publish
	Complete, discussed earlier.

053/18 Urgent Business brought forward at the discretion of the Chairman

053/18.1 Environment Agency MCZ Consultation

MC advised that the Environment Agency are undertaking four weeks of consultation for a proposed MCZ in the Dart with the requirement to respond in early July. It was noted that the subject would also come up at the Dart Estuary Forum. MC advised that the AONB had indicated that it will not affect what we are doing. MC is not certain what it will mean yet and he felt that this may affect future work (eg dredging). It was noted that there is insufficient data on species and flora that the MCZ intends to protect. It was noted that Stakeholders would have a variety of views. **It was agreed** that MC and JD should take forward and report back to the next Board meeting/or email the Board sooner. **ACTION:** MC/JD to take forward.

053/18.2 Outcomes from May Workshop Meeting

Principles of Dart Harbour Capital Planning:

- a) Dart Harbour should define and then set a timescale to achieve the desired level of Cash Reserve (Cash Reserve to be greater than 500k but could be as much as 3 X annual capital expenditure to reduce future risk from economic downturn).
- b) Dart Harbour should plan an annual capital spend to spend of around 220-285K (to be refined but aligns with both long term capital calculations and 10% of net asst value (to be checked) in order to ensure the authority assets are not in long term decline and to limit unnecessary corporation tax being applied to profit spikes.
- c) Dart Harbour should not use capital expenditure just for the sake of achieving an annual target but should prioritise spending based on safety, routine upkeep and to meet changing nature of the business as outlined in the PMSC and Port Good Governance.
- d) Dart Harbour has the ability to smooth in year capital spending by a number of mechanisms and the feasibility of these needs to be fully investigated (for example purchase of generic pontoons, bringing forward routine replacement of other equipment, bringing forward contributions to the PNPf).
- e) Dart Harbour should approve in year capital expenditure in their pre year budgeting activity and empower HM to deliver. In the longer term delegation of capital spending could be increased by use of strategic guidance from the board.

- f) Dart Harbour should develop a longer term plan looking out beyond in year spending in order to understand the profile of spending for future years. This would feed into end of year budget discussion but also could be reviewed in the spring each year as part of long term workshop activity
- g) Dart Harbour should carry out an inspection and review of financial systems, budgets and baseline information, to gain confidence in the finances of the Authority.
- h) Dart Harbour will categorize any capital project as Replacement (R), Enhancement (E) or New development(N) but they are still likely to be prioritized based on safety considerations. The first of these will be the green pontoon.
- i) Enhancements and New Developments will require stakeholder consultation including the Environment Agency (EA) and AONB and Dart Harbour should develop a consultation procedure with stakeholder groups and others likely to be affected by any given proposal, such as Parish Councils. The procedure should include nomination of a sub-group of the Board to conduct consultation and the group should be empowered to negotiate arrangements.

054/18 Declarations of Interest

Board Members are invited to declare any personal or disclosable pecuniary interests including the nature and extent of such interests.

RE declared that he was no longer a boat owner. There were no other changes in previously recorded registered interests.

055/18 Questions from the Public.

There was a 15 minute period for questions from members of the public.

There were no members of the public present.

056/18 Stakeholder Groups

056/18.1 River Dart Non Beneficiary Group (Non Bens)

MC reported that representatives from the Non Bens had a familiarisation visit where they were shown the Authority's vision, objectives and plans in relation to moorings. MC advised that he had pushed links to their neighbourhood plans, and advised that they had missed the opportunity to define what their plans were for maritime development, including the provision for marine development to sustain commercial activity on the river. This was followed by a river trip and a tour of the Hoodown workshops. The response from the group was good and he advised that positive feedback had been received.

056/18.2 River Dart Commercial Users Group (CUG)

ZBE was unable to attend this meeting. The meeting was attended by JJD and Nick Clarence. The group's main concern was in relation to some steps opposite Sharpham for which a retrospective planning application had been made. The CUG intended to object to this application. MC advised that there had been no consultation with the Authority. It was also noted that it had been discussed at the AONB Management meeting and that group would also object to the application.

JJD also advised that the loss of natural darkness and the views of the White Rock development from Dittisham had caused concern.

MC advised that in December 2017, he had written to the SHDC Chief Executive in relation to a concordat from the MMO for an agreement to sign up to how local authorities deal with applications jointly. It was noted that SHDC did not have this in place. It was suggested that MC go back to the MP to ask why SHDC are not doing this.

ACTION: MC to write to the MP to ask why SHDC are not participating in the concordat with the MMO.

056/18.3 Association of Dart River User Clubs (ADRUC)

No meeting has taken place.

057/18 Operational Report (including PMSC and Safety)

MC reported on the Operational Report, and the following matters referred to:-

057/18.1 **Temporary Pontoon (Stoke Gabriel)** – MC reported that the parts had been delivered and staff would install as soon as there was capacity to carry out the work. The pontoon would be installed at Mill Point, Stoke Gabriel and will be accessible at all states of tide, with the exception of high water. A ferry operator has been identified who will be able to run a ferry service to Stoke Gabriel. JJD reported that he was aware of a dispute over land issues between the Stoke Gabriel Boating Association and the Stoke Gabriel Parish Council.

057/18.2 **Finance** – MC reported that the Authority is approximately £105k better off than expected. This is because the Authority needs to spend more on purchasing and because around £50k has not been spent on capital expenditure. MC advised that some could be spent on chain for the Kingswear pontoons and Noss Trots. MC advised that the capital plan should be prepared and agreed by the Board.

It was agreed to prepare the outline capital plan and circulate to Board Members.

ACTION: MC and TD to prepare an outline capital plan.

058/18 Correspondence

Board Members to advise on any correspondence received.

Stoke Gabriel Parish Council (SGPC). JJD advised he had received an email from SGPC in relation to rights of way in Stoke Gabriel. A discussion took place and it was agreed that JJD should send a holding reply and pass on to MC.

ACTION: JJD to request consent from SGPC to pass on the email correspondence to MC.

059/18 Any Other Business

059/18.1 Dartmouth Chronicle – it was noted that a letter had been published in the Dartmouth Chronicle from a member of the Westerley Owners Association giving erroneous information about how Dart Harbour manage group bookings. MC advised that Dart Harbour do not make prior bookings for moorings unless it is a rally, or under special circumstances where the visiting vessel is open to visitors.

There had been a change in the rules that rallies should pay deposits in order to reserve pontoon space for a rally of boats. It was noted that the Westerly Owners Association did visit Dartmouth and were happy with the service Dart Harbour gave them. MC advised that he would continue to review this procedure. RE suggested that there should be more positive and proactive PR. JJD advised that sometimes there was a need to correct erroneous press coverage.

A discussion took place and **it was agreed** that

- a) MC should meet with the reporter at the Chronicle.
- b) Newspaper cuttings should be broadcast to Board Members as part of the weekly report
- c) Positive, proactive news stories should be sent out in press releases.

ACTION: Press cuttings to Board in weekly report. MC to lead on PR stories.

060/18 Move “In Committee”

It was proposed by JJD and seconded by ZBE with all in favour, “*that the meeting move into Committee*”.

061/18 Decisions Made “In Committee”

It was proposed by JJD and seconded by JE with all in favour “*to ratify decisions made “In Committee”*”.

062/18 Date of next Meeting

Monday 9th July 2018 at the Stoke Gabriel Boating Association Club House, Mill Point, Stoke Gabriel at 1830 hrs