

## Dart Harbour and Navigation Authority

### Minutes of a Meeting of the Dart Harbour and Navigation Authority held at Dittisham Parish Hall on Monday 8<sup>th</sup> July 2019, commencing at 1830 hrs.

**PRESENT:** Zoe Briant-Evans (ZBE)  
Captain Mark Cooper (MC) - Harbour Master/CEO  
Tim Dewing (TD)  
Julian Distin (JJD)  
James Dodd (JD)  
Shona Duncan (SD)  
Richard Eggleton (RE)  
Tristan Harwood (TH)  
Mark Hubbard (MH) – Chairman  
Melanie Lessels (ML)  
Tony Tudor (TT)

**IN ATTENDANCE:** Penny Johns (PJ) Senior Administrator

#### 073/19 Apologies for Absence

Apologies were received from MB and JE.

#### 074/19 Minutes of the Meeting held on 10<sup>th</sup> June 2019.

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

#### 075/19 Action Grid - Status of Actions set on 10<sup>th</sup> June 2019.

##### Past Actions

Issue/Min No	Description	Who	Status	Notes/Follow on actions
011/19	Interim Review of the Moorings' Policy	JD/JJD	Ongoing	Feedback received from SD and MC, who asked that staff be fully included in the consultation. A draft is being prepared. Board approval to be agreed before consultation takes place.
028/19	Dart Harbour Community Fund (Formerly Young Champions)	ZBE	Complete	Agreement signed by the Chairman

**It was agreed** to take waiting actions out of the Action Grid.

## Actions agreed at June Meeting

Issue/Min No	Description	Who	Status	Notes/Follow on actions
067/19.6	Budget Adjustment Request	MC, TD, MH	On going	MH/TD/MC to arrange to review the capital/revenue budgets.
067/19.2	Potential Environmental Projects	JD	Complete	JD to contact the DEF and Estuary Officer and report back to the Board with further details. 19 Nov.
069/19	May workshop meeting Update	MH	To do	Circulate the priority list to Board Members
		MB	In progress	Review Harbour Assist and report back to the Board

### 076/19 Urgent Business brought forward at the discretion of the Chairman

There was no urgent business.

### 077/19 Declarations of Interest

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

There were none.

### 078/19 Questions from the Public.

There were two members of the public present.

Phil Unitt asked what the implications are for both river users and fundus owners of the recent marine conservation designation of the Dart, to the average boat owner.

MC advised that all our stakeholders, with the exception of Totnes Town Council objected during the consultation period. IFCA and Natural England were involved to manage the zone and had decided that management measures did not need to be agreed in order to implement the designation. MC advised that he had spoken to DEFRA about how they would manage the zone, who advised that management would be based on regulation and that IFCA and Natural England would look to prosecute people. MC had decided the best policy would be to assume no change, until new regulations are brought in. Regulation could affect anchoring, mooring design and the ability to change moorings. MC advised that the Authority had already seen consultation for planning applications being affected by the MCZ. Dart Harbour would consider any feedback from the Dart Estuary Forum.

Phil Unit also asked if there was an easier way to contact the harbour as the VHF will not reach from Dittisham. MC advised that out of hours the Authority can be contacted on the duty phone.

Mrs Leather was concerned that she had been waiting a long time to move closer to the pontoon for a category C mooring and asked how the allocation process worked, as there appeared to be empty moorings in Dittisham.

MC advised that Dart Harbour need to audit the empty moorings. The allocation process is laid down in the Moorings' Policy and Mrs Leather should gradually move to the top of the list. MC advised that last year there were 6 or 7 moorings which had not been allocated, yet there were 60 people on the waiting list; the majority of these already had moorings and were waiting to shuffle nearer to the pier.

Mrs Leather also raised concerns in relation to the pontoon and reported that some boats were nearly sinking. MC do audits of pontoon customers via their insurance, but is not sure how to change the culture.

**ACTION:** MC to respond to Mrs Leather once more research had taken place.

## **079/19 Stakeholder Groups**

### **079/19.1 Dart Harbour Communities Group (DHCG)**

A meeting was held on 14<sup>th</sup> March. The group would like to take a river trip in relation to the Moorings' Policy. MH advised that this would be useful as part of the consultation process. **ACTION:** MC to set a date for the trip with the start to take place in Totnes.

### **079/19.2 River Dart Commercial Users Group (CUG)**

A meeting was held on 3<sup>rd</sup> June 2019.

### **079/19.3 Association of Dart River User Clubs (ADRUC)**

A meeting was held on 11<sup>th</sup> April 2019 and the minutes were circulated with the agenda to Board Members.

ADRUC had decided that they did not wish to change the name of the group.

Dredging concerns had been raised by ADRUC about silting in the area of the RDYC pontoons and asked if it would be appropriate to do some dredging. A discussion took place when the following matters were raised:-

- a) Dart Harbour would need to set priority areas for dredging
- b) Review the Dredging Policy.
- c) Make comparisons using the hydrographic survey data
- d) TT suggested that MC take a look at the Plymouth and West Devon local plan
- e) MH advised that the strategy states that we want to maintain the river, and to do what is needed to maintain it as is, so there is likely to be a need for dredging.
- f) JD felt that timing was important as we need to engage with stakeholders and the discussions need to take place alongside the strategic plan
- g) MH advised that this would also be a key component of the revenue plan.
- h) JJD advised that all SHGs will need to be engaged with this and highlighted that CUG members go to Totnes for a profit.

**ACTION:** PJ to locate the original dredging policy and Board to reinvigorate a dredging policy. JD to engage with Mike Pearey as chair of the Community Group and DEF to add dredging to these agendas to obtain the views of our stakeholders and to develop a way ahead in relation to dredging.

It was noted that Richard Balfry has replaced Paul Quest as the Chairman of the DLOB representing independent leisure users, who are not members of a club.

#### **079/19.4 Dart Estuary Forum**

A forum was held on 30<sup>th</sup> April.

#### **080/19 Operational Report (including PMSC and Safety)**

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

- a) The fume extraction system has been ordered.
- b) An internal security audit from ISPS has taken place which Dart Harbour would benefit from.
- c) Normal vessel maintenance has taken place.
- d) Two potential candidates are being considered for the role of apprentice. MC is liaising with South Devon College.
- e) There has been an increase in near misses as the season gets busier.
- f) A risk assessment is to be prepared for the visit of The World and MC is working with RE on this. The assessment will be shared with the master, agent and Fowey.
- g) Website is nearing completion and will be released to the Board for review and will go live after that takes place.

#### **081/19 Safety Update**

##### **081/19.1 Designated Person**

The Designated Person's latest report circulated had been circulated to the Board and there were no issues of concern to report.

##### **081/19.2 Marico Safety Review**

MC advised that an inspector from Marico had undertaken a two day inspection of the Dart Harbour Safety Management System.

The inspector had reported that the health and safety culture at Hoodown was the best he had seen. It had been a really useful exercise and money well spent. The inspection had provided good value, given recommendations and support to MC and suggested some practical things we can do to close report. It was noted that this company also provides DP services and it was felt to be of value to invite Marico to repeat the inspection every 2 years in order to make comparisons. National view of where we sit. MC was able to explain what other ports were doing.

An explanation on Harbour Directions was provided. Dart Harbour can enforce what we do through byelaws or through harbour directions. Byelaws are difficult to change, as this

is done through legislation and is very involved and complex. Because of this Dart Harbour applied, and was approved, to make harbour directions. This gives the Authority powers to make directions, but to date this has not been carried out. **It was agreed** to make list of potential actions and report to the Board.

**ACTION:** MC to develop areas of action on Harbour Directions and report to the Board.

## **082/19 Customer Feedback**

A report on customer feedback data was circulated to the Board and a discussion took place concerning shower and toilet facilities. A discussion took place about how Dart Harbour could work with other organisations to improve shower, toilet facilities, trailer parking and car parking for visitors and that this could be developed as part of the work of the strategic plan. It was also noted that Dart Harbour had contributed financially to the original construction of the shower block in Mayor's Avenue.

## **083/19 Strategic Plan and Performance Reporting**

SD advised that she is making progress on the strategic plan and had identified actions and is working to a produce paper for the September Board meeting.

An energetic and enthusiastic discussion took place and the following areas identified:-

### **083/19.1 Smart Goals and Objectives**

SD advised that smart goals need to be identified and time guidelines provided.

ZBE suggested that a 1 to 2 page summary should be provided that identifies the realistic areas not being addressed.

MC identified that a review of the risk matrix will need to be considered as he needs to understand what organisational risks there are.

MH suggested that an iterative approach is undertaken with a strong first stage followed by a debate and agreement on outputs and out of that there will be a balanced score card of activity to be undertaken. He advised that the direction of travel is correct and that the first stage has not yet been completed.

SD advised that the strategic plan has identified some areas, but no action has been put in the strategy. These areas are important with financial areas more compelling than stakeholder engagement. SD advised that progress needs to be made by the September meeting and the group should meet to discuss and then the actions can be prioritised for direction.

TD – get ops team to come up with objectives, bottom up approach, provide support and help for the team to produce them.

MH by Sept/Oct need to have a full set of objectives against which we are measuring.

**ACTION:** MC to provide a list of objectives to SD.

## **083/19.2 Risk Register**

MC was concerned that there was a danger that the focus would be on what Dart Harbour are not doing and that the Marico report, incident trends and guidance in the PMSC should be carried out as a Board.

MH asked for an entire list of all obligations the Board are expected to undertake and that MC needs to do on a regular basis and confirmation that those matters are being undertaken.

SD advised that the plan has some deficiencies, and it would be helpful to express deficiencies and consider how we meet them, which will lead to an action appended to the areas identified.

RE advised that as the Board is the duty holder, the Board needs to fully understand the risk register, and should be aware what it contains and what is being done on it with a navigational focus.

MH asked that RE works with MC to identify these areas before the September Board meeting to avoid leaving the Authority exposed.

**ACTION:** RE/MC to identify the areas.

## **084/19 Correspondence**

Board Members to advise on any correspondence received.

It was noted that the email received concerning the lack of suitable visitor facilities in Dartmouth would be a major project and liaison with the town council would need to be carried out.

## **085/19 Any Other Business**

### **085/19.1 Finance**

The detailed budget report was circulated and it was noted that there were some areas where the variance had gone up, but that this was balanced out from extra income from the mooring optimisation activity, plus mooring maintenance work.

It was also noted that the finances are broadly on track but that some adjustment of the sub totals and capital spending (eg £290,000 on chain which is funded out of day to day activities) could be looked at differently.

### **085/19.2 Board River Inspection**

JJD advised that in the past the Board had taken an annual river inspection to see the effect of the work done and identify any specific areas of interest.

**ACTION:**

### **085/19.3 Board Training Event**

RE advised that in the past the Board carried out training away from Dartmouth and visited other marine organisations to learn from their experiences and to be able to have “off the record” discussions and asked that the Board consider bringing this back.

MH also advised that he had a note from Ian Gibson with a request from a Salcombe board member, who wanted to see how we did things in Dartmouth.

MC advised that the British Ports Association events also showed how different ports are.

**ACTION:** RE/JJD to think about a Board training event.

### **086/19 Move “In Committee”**

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

### **087/19 Date of next Meeting**

Monday 9<sup>th</sup> September at 1830 hours at The Guildhall, Dartmouth.