

Dart Harbour and Navigation Authority

Minutes of a Meeting of the Dart Harbour and Navigation Authority held at The Clifton Room, The Guildhall, Dartmouth on Monday 9th March 2020, commencing at 1830 hrs.

PRESENT: Zoe Briant-Evans (ZBE)(Face-time)
Mike Burden (MB)
Tim Dewing (TD)
Julian Distin (JJD)
James Dodd (JD)
Richard Eggleton (RE)
John Ellwood (JE)
Tristan Harwood (TH)
Melanie Lessels (ML)
Tony Tudor (TT)

IN ATTENDANCE: Penny Johns (PJ) Senior Administrator
Tracy Rowe (TR) – Clerk
Clare Hodge (CH) – Training!
Rob Everitt (REv)

033/20 Apologies for Absence

Apologies were received from MC and SD

034/20 Minutes of the Meeting held on 10th February 2020.

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

035/20 Questions from the Public.
There were none present.

036/20 Action Grid

Action Grid - Status of Actions from 10th February 2020 Board Meeting.

Issue/Min No	Description	Who	Status	Notes/Follow on actions
069/19	May workshop meeting Update	MC	In progress	Develop areas of action on Harbour Directions and report to the Board – Waiting for final draft of Shoreham HRO. MC advised that a draft notice has been prepared for the press, for when MMO start consultation. Consultees will be guided to the consultation area at MMO.
083/19.2	Risk Register	RE/MC/ ZBE/TD MB	Need to schedule	RE/MC to identify the areas. Risk register sent to Chairman.

			review or Register	<ol style="list-style-type: none"> 1. Mike review of systems. 2. Financial Risk, TD 3. Safety ZBE/RE <p>MC advised that individual Board Members are being tasked to different risk areas. MB to do risk in relation to financial systems. It was noted that an annual review of the risk register needs to take place.</p>
085/19.3	Board Training Event	RE/JJD	In progress	27 th March. Falmouth Harbour. Re advised that 27 th March has been set and arrangements made with Falmouth Harbour, hotel booked and outlined the itinerary.
012/20	Dart Harbour KPI Proposal	MC/PJ	ongoing	Test the proposed KPIs during the next month and to amend the ops report to reflect these KPIs.
		MH/PJ		Review the Dredging Policy and to decide how and where this should be considered.
		Board Members	ongoing	Review the proposed KPIs and make suggestions that are linked to strategy.

Actions Agreed at February Board Meeting

Issue/Min No	Description	Who	Status	Notes/Follow on actions
027/20	Moorings' Policy	Led By JJD	On going	JJD leading. Board members to read and review the draft Moorings' Policy and to give any comments to JJD by 23/03/2020 ready for draft to be issued for consultation
028/20	La Crevette Consultation - MMO Application MLA/2019/00502	MC		This was discussed and it was agreed to object to the MMO application on the grounds of loss of navigable channel. ACTION: MC to Action.

ACTIONS FROM MCA HEALTH CHECK

Description	Who	Status	Notes/Follow on actions
<p>Emergency Procedures Action: Dart Harbour to review Emergency procedure to encompass, Oil Spill, Fire (both already included in written procedures) and include Collision and Grounding. Target date for basic draft of procedure end of Jan 2020. This action is connected to the wider coast guard activity to identify capabilities of ports to deal with a major at sea incident. Coast Guard and South Devon Contingencies, Events & Ops Planning Officer have accepted Dart Harbour recommendation to use the 2020 incident command table top training to check and develop local plans to dovetail with CG emergency plans</p>	MC	<p>Emergency Plan in draft – v1.0 In process of staffing</p> <p>Ongoing</p>	Rev advised that some progress is being made
<p>Weather Action: Poor visibility has been included in Dart Harbour MarNIS Navigation Risk Assessments along with suitable controls/mitigations (to assess weather before ship movements and use appropriate equipment if visibility is restricted). Commercial Passenger vessel operators have been contacted to raise awareness of the need to cover this off in their own safety systems/RA. Larger vessel operators have been asked to confirm any mitigations and controls for poor visibility.</p>	MC	Ongoing	Waiting for information from a commercial user. Our own risk OK, more about commercial users

037/20 Key Performance Indicators

REv gave an update on the KPIs.

- a. PMSC. Nothing significant to report.
- b. Minor Incident/Near Miss: There were 9 minor incidents. One related to a 40ft motor boat that ran aground in Galampton when trying to access the MDL hoist. , MDL will be investigating and identifying lessons to be learned from this incident.
- c. Budget. REv advised that a fuel Qube had been purchased to store fuel while the fuel barge was out of service. There was some concern about the level of professional fees and it was agreed to review this. ACTION: TD to look in to the level of professional fees. It was noted that there had been some additional income from step cleaning and some work carried out for BRNC.
- d. Recycling Effectiveness. REv advised that work is continuing on this KPI and Dart Harbour has recently introduced plastic recycling. There was some confusion over the target and REv advised that waste is difficult to measure by weight and that it is easier to measure capacity. It was agreed that the target needs to be reviewed and considered over three months to obtain meaningful measurements.

e. Berth Utilisation. It was noted that this is a fluid time of the year with a lot of changes to mooring allocations. 1st April is an important date and it was agreed to consider more appropriate time scales for measuring and different methods of measuring.

f. Mooring Maintenance. A discussion took place about how best to measure the mooring maintenance activity and it was agreed for REv to look at the recording system and consider the best measurements for the KPIs to be more usable.

g. Navigation. One minor navigation issue, where a tree damaged a navigation pole in Totnes.

038/20 Finance

TD advised that the Authority is currently £17,000 up on budget, with gross profit higher than budget. He advised that the Authority is currently £3,000 worse off than anticipated. TD advised that he had no concerns about the Authority's finances.

039/20 Update on Moorings' Policy

Following the review of the Action Grid, there was nothing further to add at this stage and it was noted that there would be more to report at the next meeting.

040/20 Move "In Committee"

It was proposed and seconded with all in favour, "*that the meeting move into Committee*".

041/20 Any Other Business

032/20 Date of next Meeting

Monday 20th April at 1830 hours at The Totnes Boating Association