

# Dart Harbour and Navigation Authority

## Minutes of a Meeting of the Dart Harbour and Navigation Authority held by Zoom on Monday 08 March 2021.

**PRESENT:** James Dodd - Chairman (JD)  
Mike Burden (MB)  
Tony Davis (AD)  
Tim Dewing (TD)  
Julian Distin (JJD)  
John Ellwood (JE)  
Geoff Holland (GH) – Harbour Master  
Richard Eggleton (RE) – outgoing Harbour Master  
Melanie Lessels (ML) – Vice-Chair  
Jeremy Rawlings (JR)

### 1. Apologies for Absence

There were no apologies received.

### 2. Minutes of the last Meeting.

JJD requested confirmation, and this was confirmed by JD, that Mike Burden, would represent the Commercial Users Group. The minutes of the Board held on 11 January 2021 were then approved for signature by the Chairman.

### 3.

#### 5.1 Actions from October Meeting

Item 6 Finalise SHDC lease – Richard Eggleston (outgoing Harbour Master - RE) and GH agree. **COMPLETE**

SHDC New locations – JD advised by RE that this was not a high priority given the workload and incoming new Harbour Master. JD requested the Board approve, and it was agreed, to cancel and resurrect if required in future.

**Decision: CANCELLED**

**Action:** None.

Item 11 Agenda item 6. **COMPLETE**

#### 5.2 Actions from November Meeting

Item 6.10 Tom Stratton (Duchy) invite – RE had invited by declined until face-to-face Board meeting takes place. **ON HOLD**

Item 10 Progress on recommendation in DP's report – JD reported meeting with GH and Andy Lloyd approx. two weeks previous. Instant reporting forms now online. Risk assessment work about to commence. Should be complete in approx. one month plus. Agreed all future updates to come via the Safety

Committee. **COMPLETE**

### **5.3 Actions from January Meeting**

9.2 RE to email Board following meeting with Marina Projects – RE confirmed this was complete. First email was before going live with the stakeholder groups. Second email with the feedback. Harbour Master to provide the Board with North Embankment plans feedback once available. **COMPLETE**

### **3. Declarations of Interest**

No Board Members declared any personal or disclosable pecuniary interests for the matters included on the Agenda.

### **4. Urgent Business**

There was no urgent business brought forward by the Chairman.

### **5. ONS Review**

JD invited questions on his report following the ONS request. There were no questions. Harbour Master will respond to the request, once final reports are available, GH can make decision.

**Action:** Harbour Master to respond to ONS.

### **6. Goals and Objectives**

JD presented two papers, however the strategy is to be developed further via the HR Committee. These topics along with Values will constitute part of the Away Day.

**Decision:** Agreed

**Action:** HR Committee

### **7. CEO/HM Report**

RE presented the Harbour Master report. Other following matters were noted:-

7.1 Pontoon to be replaced in May has been delayed until the Autumn.

7.2 3 Pollution incidents in the last month. Reported to MCA.

7.3 Double-steps consultation now closed. Error on system resulted in survey closing mid-afternoon Sunday due to Philippines time on set up. Feedback still being accepted due to complaints. DTC and SHDC were asked to comment on the consultation, no responses.

### **FINANCE Report**

Presented by GH. Wages slightly over due to staff replacement. Plus more on pilot boat

maintenance due to electrical work.

JD enquired on the take up on moorings, if it is likely to be in line with what's expected. GH responded it had been very busy in the past few days, and no shortfall is predicted.

## **8. Hoodown Proposal**

GH advised he had met the manager of the steam railway who pointed out the cars parked on his land and advised he would be fencing it off. The owner also advised he was prepared to sell the land for £20K. RE updated this had been handed over from Mark (previous Harbour Master) and RE had since held discussions with Ashfords solicitors and Ireland and Weller, the valuers. The valuation returned just after Christmas was zero. Land with no access to it could be regarded as a 'ransom strip'. The owner then withdrew the sale price and suggested DHNA rent the land. It was noted the steam railway also owed DHNA for fees having boats on the pontoons. However, the Board felt the land and access to Hoodown was valuable to the DHNA, and following discussion the Board agreed an offer should be made.

**Decision:** Unanimous agreement to purchase.

**Action:** GH to make an financial offer.

## **9. Report from Finance Committee**

Meeting not held.

## **10. Report from HR Committee**

10.1 Presented by ML. Inaugural meeting had agreed Terms of Reference. Discussion on whether the Committee reports should be In Committee due to sensitivity. GH requested the Committee Minutes to be saved to Google Docs. Move to In-Committee and separate report by Chair if topic can be made available to the public.

**Decision:** Move HR Reports to In-Committee, all Committee Minutes to be shared via Google Docs.

**Action:** Clerk to action in the future.

10.2 **Away-Day** - to be planned to discuss Goals, Objectives, Strategy, Values & Behaviours. Documents to follow outside the meeting.

## **11. Report from Safety Committee**

Presented by JJD. Confirmed inaugural meeting had been held, and advised meetings would be held around the timing of the DP's inspections. Two reports: Spring and Autumn. Spring report is delayed due to embedding of new Harbour Master. Next meeting scheduled for the end of June, possibly followed by end of November. Advised it is possible the Board should invite the DP to directly present a report to the Board – Autumn report suggested.

## **12. Reports from Stakeholder Groups**

JJD advised there is a leisure river users group next week, date TBA, GH also attending. JR invited.

GH confirmed he had met with Ann Davis (ADRUC) who wanted an update on Covid restrictions being lifted. JE and JM to be added to the email distribution list for ADRUC meetings.

## **13. Move Into Committee**

TD and JE voted to move the discussion into Committee.

## **9. Decisions**

There were no "In Committee" items approved for publication in the main minutes.

## **10. Date of Next Meeting**

Monday 10<sup>th</sup> May 2021 at 1830 hours by Zoom/ Teams/ in the Clifton Room, Dartmouth Guildhall subject to COVID restrictions.