

Board

Minutes of a meeting on Tuesday 15 February 2022 @1830 held remotely via Microsoft Teams

These minutes identify Members and other attendees by their given name and the first letter of their family name and use the following abbreviations.

| <u>Term</u> | <u>Abbreviation</u> |
|--|---------------------|
| Dart Harbour and Navigation Authority | Dart Harbour |
| Harbour Master and Chief Executive | HM |
| Port Marine Safety Code | PMSC |
| Designated Person under PMSC | DP |
| Dart Harbour and Navigation Authority Act 1975 | 1975 Act |
| Harbours, Docks and Piers Clauses Act 1847 | 1847 Act |
| Merchant Shipping Act 1995 | 1995 Act |
| South Hams District Council | SHDC |

The Clerk has excluded confidential items.

1. Administration

| Attendance | 11/10/2021 | 8/11/2021 | 13/12/2021 | 16/12/2021 | 10/1/2022 | 15/2/2022 |
|--|------------|-----------|---|------------|-----------|-----------|
| <i>Members</i> | | | | | | |
| Mike Burden | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ |
| Tony Davis | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Tim Dewing (Chair from 1/1/2022) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Julian Distin | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| James Dodd (Member and Chair until 31/12/2021) | ✓ | ✓ | ✓ | ✗ | n/a | n/a |
| John Ellwood (Member until 31/12/2021) | ✗ | ✓ | ✓ | ✗ | n/a | n/a |
| Melanie Lessels (Vice Chair until 31/12/2021) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| John Milsom (Vice Chair from 1/1/2022) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Joanna Poulton (Member from 1/1/2022) | n/a | n/a | ✓ (guest) | ✓ (guest) | ✓ | ✓ |
| Anne-Marie Coyle (Member from 1/1/2022) | n/a | n/a | ✗ (invited as guest but could not attend) | ✓ (guest) | ✓ | ✓ |
| <i>Attendees</i> | | | | | | |
| William Lewis (Clerk) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

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|---|-----|-----|--------------|-----------------|-----|-----|
| Rob Everitt (interim Deputy HM until 28/1/22 when he left Dart Harbour) | ✓ | ✓ | ✘ (on leave) | ✘ (not invited) | ✓ | n/a |
| Paul Britton (HM from 14/3/2022) | n/a | n/a | n/a | n/a | n/a | ✓ |
| Rich Eggleton (acting HM until 14/3/2022) | n/a | n/a | n/a | n/a | n/a | ✓ |
| Andi Lloyd (DP) | n/a | n/a | n/a | n/a | n/a | ✓ |

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| Updates of Members' declaration of interests | None |
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| Approval of Minutes | |
| Date of meeting | Approval |
| 10/01/2022 | ✓ |

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|------------------------|----------|
| Review of Open Actions | |
| As at (date) | Reviewed |
| 13/02/2022 | ✓ |

Preliminary

DP's spring 2022 internal PMSC review

Andy L (DP) delivered his spring 2022 internal PMSC review to the HM and Tim D on 14 February, which Tim shared with the Board, inviting Andy to brief the Board at this meeting.

Andy reported that Dart Harbour continues to function in a safe manner with due regard to the requirements of PMSC. He highlighted the following points in his report.

- Update the Safety Management System documents.
- Improve the reporting of accidents, incidents and near misses.
- Review the £1,000 per annum Duty allowance felt not to recognise the demands and frequency of the calls / call outs.
- Manage the risk over staff overstretch from, amongst other things, the tendency to provide a 24/7 telephone public helpline.

Rich E and Paul B are taking up these issues. Members noted that employees' remuneration is under review, including the Duty allowance.

Safety and Environment Committee will review the report in detail.

Tim D thanked Andy for his prompt review and for joining the meeting at short notice to brief Members.

2. HM matters

2.1 Operational report

The Board had no issues or questions on the report. Tim D thanked Rich E for preparing it in his interim capacity pending Paul B reporting for duty in March.

2.2 MFV Honestas ('Honestas')

Rich E presented his report dated 15 February 2022. Satisfied that Honestas is, or is likely to become, an obstruction or danger to navigation in terms of section 44 of the 1847 Act and section 252 of the 1995 Act, the Board agreed to dispose of Honestas in an environmentally sound manner to ensure that the vessel no longer poses an environmental or navigational threat at the approximate cost indicated in the correspondence that Rich shared before the meeting.

Rich is contracting Dolphin Boatyard Limited to scrap Honestas. He will arrange for her delivery to its facility at Galmpton on 3 March.

Members discussed how to avoid similar situations, noting that while the open port obligation means Dart Harbour cannot eliminate the risk of vessels that are too large to lift locally deteriorating to the point that they pose a risk to navigation or the environment, Dart Harbour can adopt measures to mitigate the risk through the Moorings Policy and Directives¹.

3. Briefing re meeting with Slipway Trust (Trust)

Mike B reminded Members that he is secretary and treasurer to the Trust.

Tim D summarised his meeting with the Trust further to Dart Harbour's commitment to contribute £50,000 to fund a ground survey for the new landing about 30m south of the Higher ferry in Dartmouth.

This year the Trust hopes SHDC will grant planning permission. Fund raising is under way. The Trust expects to commission the ground survey through Dart Harbour in the second half of the year.

Dart Harbour will work closely with the Trust on the detailed planning, and with applications for grant funding.

The Trust estimates that the timescale for completion of the landing is two to three years.

4. 'Double Steps' proposal – revisit

Julian D reminded Members that he is a commercial user at the Embankment, having a berth there.

The Board discussed Julian's paper and agreed its recommendations to:

- review the options for improvements to access at Double Steps with consideration for the impact of the various schemes upon the important views of the river from the shore at this location, as well as the impact upon congestion and the safe flow of river traffic in the vicinity, and

¹ Paul B and Safety and Environment Committee are working on this issue

- consider whether Dart Harbour could make better use of the inboard side of the Northern arm of Town Pontoon as a way of providing access via the existing ramp to lower freeboard vessels, both as a short term, “quick win” measure and to enhance capacity for the longer term (including investigating the cost/benefit of maintenance dredging in this vicinity to maximize navigable depth).

Broadening the discussion, the Board agreed that it would be preferable for these works to be part an overall scheme for the Embankment, and that working with the Slipway Trust means reassessing the harbour facilities along the Embankment as a whole.

Accordingly, the Board resolved to include in Dart Harbour’s strategy an overall scheme for the improvement of facilities on the Embankment in the short and medium term integrated with the work of the Slipway Trust.

Matter Arising

Whilst discussing the allocation of responsibilities for this work amongst Members the point arose that the Board would benefit from a Member with expertise in environmental matters. This was one of the skill sets sought but not found in last year’s Member recruitment exercise. The Board agreed to re-visit this question in quarter three of this year when reviewing Board composition for next year.

5. Strategy Planning Process & preparation for March public meeting

Tim D led a discussion of the preparations for the March public meeting, noting that as it is the annual public meeting it should cover the ground normally covered in the presentations in addition to the Strategy Planning Process.

Anne-Marie C volunteered to work on structure and content of the meeting (speakers, presentation slides, timing, sequencing). John M will support her. Tony D is ‘holding the pen’ on the written strategy materials.

Members agreed to meet remotely on Thursday 10th March to review the materials and agenda prepared for the Public Meeting.

6. River Taxi fares

Considering Kate Distin’s report, Members re-visited the reasons for Dart Harbour to provide a loss-making River Taxi service.

- **Safety** – The service reduces the number of tenders which are a safety risk arising from instances of inadequate design and equipment, poor condition, and unsafe practices (e.g., not wearing a lifejacket/PFD).
- **Storage** – Dart Harbour lacks adequate storage space for tenders.
- **Visual amenity/ amenity space** – A large numbers of tenders stored on land on the river front, on the foreshore, or on pontoons is unattractive and takes up space.
- **Visitors and events** – The service contributes to making Dart Harbour an attractive port for yachtsmen to visit and to support the various events through the season that involve a concentration of visitors who prefer or need the service.

The Board agreed that these reasons remain valid. Accordingly, Members indicated to Paul B that he should retain the principle that Dart Harbour provides the River Taxi service for the main reasons stated above and

does not have to operate at a profit. On the question of whether prices should differ between berth holders and visitors, the discussion identified that Dart Harbour can offer regular users a discount for the advance purchase of multiple tickets (like Lower Ferry).

7. Any Other Business

Andrew Simpson Foundation

The Foundation is exploring the possibility of establishing a centre in Dartmouth. The Board agreed to support their initiative. Anne-Marie C will take the lead in engaging with the Foundation as it develops its ideas.

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| Date of and arrangements for next meeting | Thursday 10 March 2022 @ 1800 via Microsoft Teams Monday 14 March 2022 @ 1830 in person at the Guildhall, Dartmouth |
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