

Minutes of a Board meeting on Monday 13 June 2022 @1830 held online from the Harbour Office

These minutes identify Members (except for the Harbourmaster) and other attendees by their given name and the first letter of their family name, and use the abbreviations listed in the Appendix.

Confidential items have been removed.

1. Administration

Attendance	15/2/2022	10/3/2022	14/3/2022	11/4/2022	9/5/2022	13/6/2022
<i>Members</i>						
Paul Britton (Harbourmaster from 14/3/2022)	✓ (designate)	✓ (designate)	✓	✓	✓	✓
Mike Burden	✓	✓	✓	✓	✓	✓
Tony Davis	✓	✓	✓	✓	✓	✓
Tim Dewing (Chair)	✓	✓	✓	✓	✓	✓
Julian Distin	✓	✓	✓	✓	✓	✓
Melanie Lessels	✓	✓	✓	✓	x	✓
John Milsom (Vice Chair)	✓	✓	✓	✓	✓	✓
Joanna Poulton	✓	✓	✓	✓	✓	x
Anne-Marie Coyle	✓	✓	✓	✓	✓	x
<i>Attendee</i>						
William Lewis (Clerk)	✓	✓	✓	✓	✓	✓

Tim D had received apologies from Anne-Marie C and Joanna P.

Declarations of interests	None
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Approval of Minutes	
Date of meeting	Approval
9/5/2022	✓

Review of Open Actions	
As at (date)	Reviewed
9/05/2022	✓

Matters arising

Tony D reported that the selection of new auditors is in progress. He expects proposals from three accountancy firms in the Southwest shortly. Finance Committee is aiming to recommend new auditors to the Board by the end of July.

2. Harbourmaster's report

The Harbourmaster invited questions and comments on his Operational Report and additional attachments: Trinity House Audit, River Taxi procedures and training, Paddle Trails (with reference to the increasing numbers of SOTs, SUPs and similar craft enjoying access to the river), and Firefighting Procedures.

The question arose of whether cruise ship visits pose an environmental risk. The Harbourmaster explained that, in his view, cruise ship visits do not pose a particular risk to the environment. The risks arising from cruise ship visits are acceptable and managed effectively. Dart Harbour can continue to support visits which local stakeholders say bring material benefits to Dartmouth and the surrounding area. A reasonable number of cruise ship visits each year helps to sustain Dart Harbour's pilotage service which requires pilots to acquire and maintain their proficiency by piloting vessels in and out of Dartmouth regularly.

3. Higher Ferry Slipway

Tim D reported a verbal update from Sir Geoffrey Newman, Chairman of the Slipway Trust. The Trust has not yet applied for planning permission, needing to address environmental concerns before finalising the application, and is yet to secure the grant or donor funding required to build the new landing.

In the light of the Slipway Trust's present indications that it will take several years to bring the new landing to fruition, Tim D led a discussion of the safety of launching light craft (particularly SOTs and SUPs) at the slipway. The SUP/SOT category has increased in number in the last year or so and is felt to be exposed to the potential hazard of the Higher Ferry and its cables. The Harbourmaster observed that most users, including organised groups, minimise the risks effectively by waiting to launch from or to return to the slipway until the ferry has departed.

The Harbour Master recently shared with Members examples of a wide, low freeboard pontoon from which to launch and recover light craft (e.g., SUPs, SOTs, rowing shells, sailing dinghies). Dart Harbour could construct such a pontoon, accessed via a link bridge from the shore, adjacent to the embankment to the south of the Higher Ferry slipway opposite Coronation Park where small craft are stored.

Meeting the needs of users who access the river with their craft on foot removes the risks of launching close to the Higher Ferry. The pontoon would be a valuable amenity, improving the experience of accessing the river with small craft. While the pontoon and link bridge would be a significant investment for Dart Harbour, it could come to fruition within two years.

Members discussed the principle and practicalities of constructing a wide low freeboard pontoon as the Harbourmaster outlined and noted the following.

- Such a pontoon would complement the work of the Slipway Trust and could be regarded as an initial phase, satisfying a sub-group of the present river users (i.e., users on foot).
- The time scale is 1 – 2 years.
- Constructing a link footbridge on the embankment requires the support of relevant landowners and other stakeholders (e.g., SHDC, DTC, the Duchy of Cornwall, and the Slipway Trust).
- The size of the investment may require Dart Harbour to borrow money if other investment projects are not to suffer.

Noting these points, Members confirmed their wish to explore the feasibility and cost of such an investment and to understand the positions of stakeholders on whom Dart Harbour will depend for assistance to bring it to fruition. The Harbourmaster will take this work forward.

To identify possible short-term measures to improve safety around the slipway, the Harbourmaster will conduct a risk assessment and will report back at the next meeting.

The discussion touched upon whether it would be feasible to put in place a 'Lego' type temporary pontoon to provide a launch facility away from the slipway. The Harbourmaster explained that it would not, having regard to the topography of the site and the tides, but that he would include in the risk assessment suggestions as to how users of light craft can best be supported in the short term.

4. Members' expenses incurred in the performance of their office

Members discussed Tony D's paper to give effect to the Board's decision at the last meeting that Dart Harbour will pay Members' out of pocket expenses for attending Board meetings, agreeing the following.

- Dart Harbour has an expenses policy for staff (Expenses Policy). The Expenses Policy shall function as a guide to Members in relation to claims they may make for reimbursement of their out-of-pocket expenses incurred in the performance of their office, substituting the Harbourmaster for 'Manager' in the text.
- Specifically, Members can claim their out-of-pocket expenses of attending Board meetings.
- Members must submit their claims promptly to the Harbourmaster for approval.

5. Any Other Business

None

Date of and arrangements for next meeting	[settled since the date of this Board meeting] Tuesday 26 July 2022 in person at the Flavel (Studio) Dartmouth @ 1845 with online access via Microsoft Teams for any Members who cannot attend in person
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[Meeting closed – 2030]

Appendix

Abbreviations

<u>Term</u>	<u>Abbreviation</u>
Dart Harbour and Navigation Authority	Dart Harbour
Dartmouth Public Slipway Trust (Charity no. 1178833)	Slipway Trust
Dartmouth Town Council	DTC
Dartmouth Yacht Club	DYC
Dittisham Sailing Club	DSC
Harbour Master and Chief Executive	Harbourmaster
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
Member of Dart Harbour in terms of the 1975 Act	Member
Members of Dart Harbour referred to collectively	Board
Merchant Shipping Act 1995	1995 Act
Royal Dart Yacht Club	RDYC
Stoke Gabriel Boating Association	SGBA
Sit on top kayak	SOT
South Hams District Council	SHDC
South Devon Area of Outstanding Natural Beauty	AONB
Stand up paddle board	SUP