

Minutes of a Board meeting on Monday 12 September 2022 @1830 at the Harbour Office, Dartmouth, and on-line

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 excluded.

1. Administration

Attendance	14/3/2022	11/4/2022	9/5/2022	13/6/2022	26/7/2022	12/9/2022
<i>Members</i>						
Paul Britton (Harbourmaster)	✓	✓	✓	✓	✓	✓
Mike Burden	✓	✓	✓	✓	✓	✓
Tony Davis	✓	✓	✓	✓	✓	x
Tim Dewing (Chair)	✓	✓	✓	✓	✓	✓
Julian Distin	✓	✓	✓	✓	✓	✓
Melanie Lessels	✓	✓	x	✓	✓	x
John Milsom (Vice Chair)	✓	✓	✓	✓	✓	✓
Joanna Poulton	✓	✓	✓	x	✓	✓
Anne-Marie Coyle	✓	✓	✓	x	x	✓
<i>Attendees</i>						
William Lewis (Clerk)	✓	✓	✓	✓	✓	✓
Tony Wheeler (Commercial Manager)						✓

Tim D received apologies from Tony D and Melanie L.

Declarations of interests	None
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Approval of Minutes	
Date of meeting	Approval
26/7/2022	✓

2. Follow up of actions from last meeting

The publication of the strategy document (Harbourmaster), the question of whether Dart Harbour can obtain insurance against the risk of having to scrap large derelict craft (Harbourmaster), and consulting with selected stakeholders about individuals who could be co-opted as additional Members (Tim D) remain open.

Human Resources Committee settled the process to co-opt additional Members and arrangements for new Member selection for 2023 at its meeting on 5 August. The Board confirmed its approval of this work.

3. Harbourmaster

3.1 National Mourning

The Harbourmaster briefed the Board on the arrangements applying to Dart Harbour for the period of national mourning following the passing of Queen Elizabeth II.

3.2 Operational update

Operations report

In discussing the Harbourmaster's Operations report Members asked for clarification of the details surrounding two safety related incidents. The first involved the collision of a rowing skiff with the Lower Ferry without injury or serious damage during a Dartmouth Royal Regatta event in August. The second involved a staff member having a near miss crossing the railway line at Hoodown.

In exploring both incidents the Harbourmaster provided further information and the measures taken to review and draw learnings. Members were reassured by the steps taken and encouraged the Harbourmaster to continue to prioritise safety issues. Time was also spent understanding the actions taken to reduce the risk of similar incidents.

Regarding the second incident involving the railway crossing at Hoodown, the Harbourmaster agreed to explore with Dart Valley Railway whether there are practical measures that could make the crossing safer.

More broadly the Board thanked the Harbourmaster for his continued vigilance on safety matters, and on his teams work in embedding a safety culture with all river users including the regatta committee.

Estuaries Partnership

The Harbourmaster outlined Dart Harbour's involvement in the work of the South Devon Estuaries Partnership (Dart, Avon, Erme, Yealm and Kingsbridge) that are managed collectively by an officer employed by the AONB.

Seatrade and cruise marketing

The Harbourmaster shared Dart Harbour's promotional brochure the team will use at the forthcoming Seatrade cruise exhibition in Malaga at which Dart Harbour will promote Dartmouth as a destination for cruise ships. He explained that he is satisfied that larger cruise ships can enter the harbour than have visited in recent years and that a target of twenty visits over a season could feasibly bring +-£1m to the South Devon economy by way of visitor expenditure.

Dart Harbour would set its charges for handling ships at a competitive commercial rate. Quotations are being sought for the works required to the mooring buoys to accommodate larger ships. Members confirmed their support for this initiative.

Electric yacht taxi project

Work to convert the yacht taxi Phoebe to electric / battery power continues. At present a quotation from a second potential supplier is awaited. It is expected that the cost of the conversion can be recovered over the life of the battery.

Use of scrubbing grids for anti-fouling work

The Harbourmaster raised the question of whether Dart Harbour should allow the removal and application of anti-fouling at the scrubbing grid, the material removed and any spillage going into the water. The marinas doing the work on their hard have measures to catch the waste material and spillages. The facility belongs to SHDC. The Harbourmaster will discuss the issue with SHDC.

Mooring Policy review

The Harbourmaster highlighted some of the issues presently receiving attention: the ratio of walk on pontoon berths allocated to yacht mooring tenders vs. stand-alone small craft; the disabled access waiting list; possible priority on waiting lists for electric powered craft; local residence – what it means and what bearing should it have on the allocation of berths; the phasing in of holding tanks - initially for liveaboards; the use of Dittisham Mill Creek for drying out mud berths; and, shared ownership abuses to transfer ownership of a boat with its berth.

Given the level of detail, Members agreed that a subset (Anne-Marie C and Julian D and other(s) TBC) would work through these issues with the Harbourmaster outside the Board meeting.

4. Vice-Chair

Tim D reported that before the meeting he had confirmed with John M that John remains willing to continue to serve his term as Vice-Chair in 2023 and had confirmed with each of the other Members that they support this. Accordingly, the Board confirmed that John M will continue to serve as Vice-Chair in 2023.

5. New Member selection for 2023 and Co-opted Members

The Board agreed to co-opt one or two additional Members to introduce greater diversity to the Board in parallel with new Member selection for 2023.

6. Dart House

Joanna P reported that she attended the AGM of Dart House at which Sean Davies, an owner of one of the apartments, was appointed chair of the board and agreed to undertake the company secretarial work for the time being. He is a Chartered Accountant. Sean Davies also agreed that his firm will prepare the accounts for a nominal fee.

7. Next meeting

Date of and arrangements for next meeting	Monday 10 October, on-line. Members who would prefer to gather in the Harbour Office to arrange with the Harbourmaster. Tim D will be away. John M to chair.
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[meeting closed @ 2030]

Appendix

Abbreviations

<u>Term</u>	<u>Abbreviation</u>
Annual General Meeting	AGM
Dart Harbour and Navigation Authority	Dart Harbour
Dart House Limited (the company that owns the land and building housing the Harbour Office)	Dart House
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
Dart Harbour and Navigation Harbour Revision (Constitution) Order 2002	HRO 2002
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