

West Somerset Council Harbour Board, (WSCHB)

10am on 10 December 2018 – Meeting Minutes

Attendees	Cllr Brenda Maitland-Walker, Cllr Jean Parbrook, Cllr Rosemary Woods, Craig Butler, Capt. Keith Badsey (CF Spencer), Natalie Green, Cllr Martin Dewdney, Chris Hall, Keith Richards, Cllr Peter Murphy (WTC), Martin Stevens (WHAC), and Iain Cobb (MHU).
Apologies	Cllr Terry Venner

Item	Discussion Points	Action by
1.	Minutes from previous meeting; The minutes from the previous meeting were noted.	
2.	Matters Arising: (Previous Meeting, keep items number from that meeting)	
3.	Operations Manual Update; BMW the Operations Manual had now been approved by Cabinet, some details may have changed, but it was a 'live' document so alterations could be made in the future when required. It should now be on the website for public viewing. MS queried the use of Channel 70. BMW advised that nobody had highlighted this prior to the document's approval, so the document would be checked and amended if required.	BMW
4.	General Harbour Operations Update; CH advised the Board that due to Transformation, officer's roles may be changing and different people may be at the meetings in the future. The East Quay and dredging issue had gone through the Asset Group. WSC had given permission but as the EIA had not been submitted, the dredging had been put on hold. He advised that if WSC compiled the EIA, it would cover the Marina and Outer Harbour, but if the WHAC compiled it, it would probably only cover the Marina. The WID was due to be delivered in the next couple of months. PM queried what the timescale for the EIA compilation was. The WID was due to be delivered in January 2019. CH WSC officers were aware that the EIA was urgent and that the equipment would be in place soon and that the Marina staff would want to start using it. MS raised concern on placing bids for Capital Dredge works prior to seeing the impact of the WID because the Business Plan was based on the success of the WID. He advised that at the WHAC they were advised that an EIA had been used in 2015 and could be adapted to the current use.	CH
5.	Technical Harbour Operations Update; KB advised that the next stage of work that would be helpful for the Maritime Port check would be to carry out an audit/health check to ensure that they were still compliant. SDC had made a surprise announcement that they were due to take their Harbour Master function back in house. SDC's intention was to transfer both Capt. Badsey and Capt. Tyson (In the roles of HM and DHM respectively) across to their employment under TUPE (Transfer of Undertakings – Protection of Employment) Regulations. CH advised that SDC were happy for WSC to buy into the contract and share services. He raised concern over the loss of contract work in the area. BMW queried whether there would be a period of time where WSC would not have a Harbour Master. CH officers would arrange it so that would not happen. KB advised that the Oil Spill Contingency Plan needed to be put forward to the MCA, he was hoping that the MCA may accept that a tier 2 contractor would be ineffective within the ports, and the plan had been written accordingly. However, the MCA's stance was that Tier 2 contracts were part of the requirements of the regulations and exemptions were unlikely to be granted. PM queried whether the required 4	KB

West Somerset Council Harbour Board, (WSCHB)

10am on 10 December 2018 – Meeting Minutes

	<p>exercises a year were for specific areas. KB hopefully the 4 exercises were across the whole area.</p>	
6.	<p>Updates from the Advisory Committees; MS the membership of the WSCHB had been discussed at the WHAC and they had recommended that someone from the Marina should be a non-voting member. BMW said that until the lease between WSC and the Marina was sorted, the recommendation should be put on hold. PM highlighted that there were a few recommendations from the WHAC that related to works that were being chased (lighthouse door, removal of wheelie bin, lights along the West Pier) and requested that the minutes from the WHAC be distributed to the WSCHB. CB the lighthouse door had been ordered and he was awaiting a contractor to fit it and he had chased the removal of the wheelie bin. The lights had not been highlighted before, they were all working and were replaced relatively recently and were checked regularly. Concern that if the lights were altered, they could distract boats coming into the harbour. MS the survey of the East Quay had been carried out. CH the results had not been finalised. A brief update had been given to the Asset Group and he anticipated that the report would be drafted in January 2019. The outcomes would then guide what works were carried out. IC was happy to see the shingle bank removed and that a local contractor had been used. Minehead had 3 new moorings and there was an updated plan. Concern was raised on several issues within the Minehead Harbour area, which included that red flags were not being used. CB gave an update on the issues and what was being done. IC raised concern on a boat that was badly moored. CB there were historical issues with that mooring and had been given up by the person making the complaints. CH queried whether there were moorings that were penned in. CB no, the boats can get out just not in the manner the owner wanted to. IC suggested that the moorings could be reallocated but other boatmen did not want that. KB queried why the red flags were needed, there are many digital alerts available and people should take responsibility for their own safety. MS raised concern that if WSC used red flags, it was then responsible if something happened and the flags were not being flown. CB gave an update on the dredging works and the removal of the shingle carried out by CJ Lynch. The works had opened up space for a couple of moorings. Works had been carried out at both Minehead and Watchet to improve the overall looks. The electric box at Minehead still required works, would continue to carry out the safety checks. KR confirmed that he had chased payment from the Waverley for their visit last year and that the invoice had been sent to them prior to their visit. Concern was raised that the Waverley publicised their program before they sought permission from the relevant authorities. He wasn't sure if they were due to return in 2019. A debate was had on visiting boats and the fees charged. CB highlighted that they needed to do some works on the removal of some of the fishing stakes. He needed to identify which ones were unacceptable and remove where necessary. BMW and KB suggested he draw up a plan of which ones were to be removed and placed a notice of intention to remove, so that owners were made aware of the action to be taken. Concern was raised that the stakes could cause problems for users, such as the RNLI.</p>	
7.	<p>Any other Business; CB thanked KR and CH for all their work and support over the years. PM advised that the WHAC were pleased to see the charge for community groups had been dropped from the Fees and Charges Report.</p>	
8.	<p>Time and Date of next WSCHB Meeting; 10am on 11 March 2019</p>	

West Somerset Council Harbour Board, (WSCHB)

10am on 10 December 2018 – Meeting Minutes

9.	Calendar dates purposed for future WSCHB Meetings; 10 June 2019 9 September 2019 9 December 2019
----	--

End of meeting at 11.10am.

Voting Members

Chairman – Portfolio Holder for the Environment, *Cllr Brenda Maitland-Walker*

3 Elected Members – (Cross Party) *Cllr Jean Parbrook*, (Minehead) *Cllr Rosemary Woods*, (Watchet), and *Cllr Terry Venner*, (Minehead)

Non-Voting Members

Assistant Harbour Master & Off Site Harbour Master – *Craig Butler*, (CButler@westsomerset.gov.uk & craigbutler1@live.co.uk) and *Capt. Keith Badsey*, (CF Spencer), (HM@mcauslands.com)

Designated Person, (Independent) *Natalie Green*

Duty Holder – (2 members of the Cabinet) *Cllr Chris Morgan* and *Cllr Martin Dewdney*

Officer Representation – *Chris Hall*, (AD) and *Keith Richards*, (Technical Officer)

Minehead Town Council Representative – *Cllr Jean Parbrook MTC*, (jeanparbrook@outlook.com)

Watchet Town Council Representative – *Cllr Peter Murphy WTC*, ([phm@murphypl.demon.co.uk](mailto:p hm@murphypl.demon.co.uk))

Watchet Harbour Advisory Committee Representative, (WHAC) – *Martin Stevens*, (waced@globalnet.co.uk)

Minehead Harbour Users – *Iain Cobb*, (iaincobb@aol.com)