

West Somerset Council Harbour Board, (WSCHB)

Monday 18 June 2018, 10:00am – Meeting Minutes

Attendees	Cllr Martin Dewdney, (MD); Keith Richards, (KR); Craig Butler, (CB); Cllr Peter Murphy, (PM); Cllr Rosemary Woods, (RW); Martin Stevens, ((WHAC), (MS); Iain Cobb, (MHU), (IC); Capt. Jessica Tyson, (CF Spencer), (CJT); Cllr Brenda Maitland-Walker, (BMW);
Apologies	Chris Hall, (WSC), (CH); Capt. Keith Badsey, (CF Spencer), (KB); Natalie Green, (NG); Cllr Jean Parbrook, (JP); Cllr Terry Venner, (TV); Cllr Chris Morgan, (CM);

Item	Discussion Points	Action by
1.	Cllr Brenda Maitland-Walker is now the Portfolio holder for Environment, and Capt. Jessica Tyson is standing in for Capt. Keith Badsey Harbour Master.	ALL
2.	Minutes from previous meeting; Noted and agreed	
3.	Matters Arising: (Previous Meeting, keep items number from that meeting)	
3.1	<p>Oil Spill Plan update; CJT requested an update from WSC on the Oil Spill Plan and the Operations Manual. BMW explained that CH was on annual leave, but she had read the document, although copies of the Appendixes were not attached. After discussion it transpired that other members had not received copies of these documents so BMW confirmed these would be forwarded to members prior to the next meeting in the hope that a decision can be made to adopt these at the next meeting in September.</p> <p>The question of whether this decision can be made by the Board or whether it needed to be a recommendation to Cabinet or Full Council would be investigated.</p> <p>MS advised the Board there is a possibility of a DEFRA Health Check being carried out on the Harbour. CIT pointed out that part of any Health Check is an 'Oil Spill Plan' and the 'Operations Manual', so it is important these documents are agreed as soon as possible.</p> <p>PM raised the issue of the 'Fishing stakes' from the previous Harbour Board and what action has been taken. CB explained no further stakes have been erected and IFCA have renewed the licenses for the stakes at Watchet.</p> <p>There was a discussion about metal stakes, and how their removal could be enforced, and it was agreed around the table these should be removed to protect shipping and any vessels within the area. PM explained that IFCA issue the licences, and the responsibility for them lies with the netter, and it is for IFCA to enforce. However the Council is responsible for safety within Harbour zones.</p> <p>CJT suggested we could play our part by putting up notices requesting wood not metal stakes are used. It was also agreed CB to speak to netters advising them to remove any redundant metal stakes and use wood stakes in future. It was agreed an advisory link be placed onto the Council's Harbour website.</p>	<p>KR</p> <p>BMW & CH</p> <p>CB</p>
3.2	<p>Operations Manual Update; Covered in point 3.1</p>	CJT
4.	<p>General Harbour Operations Update; CB continues with the daily safety checks and completion of weekly report. Not much to up-date the Board with; broken navigation light, this is now fixed; an incident when 2 safety chains had been removed from ladders which is now a Police matter. Removed chains have been replaced and are going to be welded in place. The harbour lighting has been replaced as planned.</p> <p>CB advised he and IC have successfully opened up a couple of new moorings. Work on the fenders started over the weekend. Repairs ongoing at Watchet and replacement</p>	CB

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	<p>railings in place. New bollards, (3) have been requested for the entrance to West Quay to stop cars driving onto the pier.</p> <p>CB suggested the Harbour walk around by members of the Board and the WHAC was successful and should become a twice yearly event.</p> <p>The Board agreed to hold Harbour walk-about twice yearly and 2 weeks before the Harbour Board meets. The Harbour Board also agreed to replace the missing flag-pole at Minehead Harbour.</p>	
5.	<p>Technical Harbour Operations Update;</p> <p>CJT: None, we just need the Council to sign off the Oil Spill Plan and the Operations Manual.</p>	CJT
6.	<p>Feedback on concerns/requests previously raised;</p> <p>BMW, CH not hear, so I'm unaware what has been done here. KR advised CH had instructed the Maintenance Team to start the work identified. The Council are also commissioning a survey of Watchet Harbour to identify any concerns. All findings will be reported back to the Board for consideration.</p>	CH
7.	<p>Dredging update report;</p> <p>As CH is on annual leave there is no update. PM Explained there were two Reports arising from the recent dredge at Watchet Outer Harbour and the Marina. BMW suggested these should be forwarded to members for discussion at the next meeting.</p>	KR
8.	<p>Updates from the Advisory Committees;</p> <p>A. Watchet Harbour Advisory Committee:</p> <p>MS handed out copies of Minutes of the Board and these were duly noted.</p> <p>B. Minehead Users:</p> <p>IC explained there were a number of issues/concerns raised by the users of Minehead Harbour including the capping down the side of the slipway; the need to dredge. There was a discussion about a mooring issues and it was agreed CKB be asked to act as mediator. It was also agreed a map of the Harbour showing the new moorings would be very helpful.</p> <p>CB confirmed the bolts at the steps have been sorted, and the chains to the ladders will be secured so they cannot be removed.</p>	CB & IC
10.	Any other Business;	
10.1	Concern was expressed that there are some members who do not attend.	
11.	Time and Date of next WSCHB Meeting; 10 September 2018, 10:00am	
11.1	Calendar dates purposed for future WSCHB Meetings; 10 December 2018 11 March 2019 10 June 2019	

End of meeting...

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Harbour Board:

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* and *Capt. Keith Badsey*, (CF Spencer)
- **Designated Person**, (Independent) *Natalie Green*
- **Duty Holder** – (2 members of the Cabinet) *Cllr Chris Morgan* and *Cllr Martin Dewdney*
- **Officer Representation** – *Chris Hall* and *Keith Richards*, (minutes)
- **Minehead Town Council Representative** – *Cllr Jean Parbrook MCT*
- **Watchet Town Council Representative** – *Cllr Peter Murphy WTC*
- **Watchet Harbour Advisory Committee Representative, (WHAC)** – *Martin Stevens*
- **Minehead Harbour Users** – *Iain Cobb*