

West Somerset Council Harbour Board, (WSCHB)

Monday 23 January 2017 – Meeting Minutes

Attendees	Cllr Martin Dewdney, (MD); Keith Richards, (KR); Chris Hall, (WSC), (CH); Capt. Keith Badsey, (CF Spencer), (KB); Craig Butler, (CB); Cllr Peter Murphy, (PM); Cllr Rosemary Woods, (RW); Natalie Green, (NG); Cllr Terry Venner, (TV); Cllr Mandy Chilcott, (MC); Martin Stevens, ((WHAC), MS);
Apologies	Cllr Anthony Trollope-Bellow, (ATB); Cllr Jean Parbrook, (JP); Cllr Chris Morgan, (CM);

Item	Discussion Points	Action by
1.	Introductions; all attendees introduce themselves as we go around the table	All
2.	Minutes from previous meeting; This is the first meeting of the WSC Harbour Board	
3.	Matters Arising: (Previous Meeting, keep items number from that meeting)	
3.1	None; As this is the first meeting there are no matters arising	KR
4.	<p>Board composition; MD: The West Somerset Council Harbour Board is set out as follows; VOTING:-</p> <ul style="list-style-type: none"> • Chairman – Portfolio Holder for the Environment, <i>Cllr Martin Dewdney</i> • 3 Elected Members – (Cross Party) <i>Cllr Jean Parbrook</i>, (Minehead) <i>Cllr Rosemary Woods</i>, (Watchet), and <i>Cllr Terry Venner</i>, (Minehead) <p>NON VOTING:-</p> <ul style="list-style-type: none"> • Assistant Harbour Master & Off Site Harbour Master – <i>Craig Butler</i> and <i>Capt. Keith Badsey</i>, (CF Spencer) • Designated Person, (Independent) <i>Natalie Green</i> • Duty Holder – (2 members of the Cabinet) <i>Cllr Chris Morgan</i> and <i>Cllr Mandy Chilcott</i> • Officer Representation – <i>Chris Hall</i> and <i>Keith Richards</i>, (minutes) • Minehead Town Council Representative – Cllr Jean Parbrook MCT • Watchet Town Council Representative – Cllr Peter Murphy WTC • Watchet Harbour Advisory Committee Representative – Martin Stevens <p>PM: Can the WSCHB make co-option of new members onto the WSCHB? MD: This is a statutory function agreed and formalised by Full Council, there is no mandate for the co-option of members onto the WSCHB. PM: Just to confirm, the WSCHB cannot add other Harbour users to the WSCHB? MD: Correct. KB: The WSCHB will need to establish stakeholder groups which feed into the Board. This is the case with other authorities. The stakeholder groups would meet outside of this meeting then feed into the Board. PM: There would be meetings outside of the board by users of the Harbours? KB: There is a need for stakeholder meetings outside of the Board and for items discussed/agreed to be feed into the Board for the Board to decide on. MS: Watchet Harbour Advisory Committee, (WHAC) is a stakeholder group which I am here to represent the harbour users of Watchet and the Marina MD: The Marina is not part of the WSCHB, but can feed in via the WHAC.</p>	All

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	<p>KB: The statutory function of a Harbour Board is dictated by the Port Marine Safety Code, (PMSC).</p> <p>ACTION: KR to liaise with the WHAC so they can coordinate their meetings to enable them to feed into the WSCHB.</p> <p>CH, KR and MD to coordinate with the users of Minehead Harbour to set-up a stakeholder group which can feed into the WSCHB. It is presumed the stakeholder group would be called the Minehead Harbour Advisory Committee, (MHAC).</p>	
5.	<p>Regularisation of Board meetings;</p> <p>MD: Late January, Late April, End September and end November.</p> <p>ACTION: for the WSCHB to agree the dates on items 13 and 13.1</p>	KR
6.	<p>Shingle Bank removal Minehead Harbour;</p> <p>CB: The shingle is being monitored daily and it continues to change shape.</p> <p>KR: The ridge has dissipated somewhat since the recent storm. Presently it is circa 1.5 metres in height, 25 metres wide, and circa 50 metres across. There is no crest to it, but it is holding sediment in the Harbour.</p> <p>CB: Marine Safety notice has been issued concerning the shingle ridge. The Harbour users are well aware of the situation and they monitor and report back daily.</p>	CB & KR
7.	<p>Dredging of Minehead Harbour, (Mud and Sand);</p> <p>MD: this goes hand-in-hand with item 6. There is not an issue here yet, but as with the shingle the Council will need to get quotes so if it does become an issue the Council can move quickly on this.</p> <p>MD: the Council will need to produce a Maintenance dredging protocol.</p>	CH
8.	<p>Minehead Sailing Club taking over pitches and administering on behalf of WSC;</p> <p>MD: Install and monitor all moorings, administer the pitches/moorings. The Board to look at public liability/responsibility. It should be noted MSC already do this for a section of Minehead Harbour.</p> <p>CH: The Council grant the permissions for users in the Harbour via the MSC.</p> <p>MD: There is a need for user agreements to be put in place for the MSC to administer the Moorings.</p> <p>MS: Are the Council able to charge the Public to use a slipway?</p> <p>KB: Harbours are seen as for public use and slipway management is key. It is perfectly reasonable for WSC to charge for use of the public slipway which is in their ownership.</p> <p>MS: The Coast Guard and Emergency Services for free and a blanket slipway fee for all other users?</p> <p>MD: The proposal is for Minehead Sailing Club to take over the responsibility for Moorings and collecting the fees for these.</p> <p>CH: this is a labour intensive function for the Council, the MSC would do this for the Council.</p> <p>MD: Tombstoning in Harbours, is this is an issue the WSCHB need to resolve.</p> <p>KB: Signage is the only practical way to go with this, you can't stop it. Tombstoning is a Police enforcement issue. This is a country-wide issue.</p> <p>MS: Fishing in the harbours can cause an issue with boat owners as there is no control.</p> <p>CB: this is all about education, I have been speaking to the anglers which use the Harbours.</p>	CH, MD
9.	<p>Oil spill readiness;</p> <p>KB: Oil pollution regulation criteria relates to all vessels registered as 400 gross tonnes. It should be noted both Watchet and Minehead Harbours are open ports and as such any vessel can us. It is up to the Council to set a rate/charge suitable to cover the cost of vessels entering.</p>	KB & KR

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	<p>The costs to hire a 'tier 2' contract is in the region of £1k to £2k per year. The other alternative is to maintain a database of contractors to cover this risk which you can call out in cases of an oil spill.</p> <p>The Council will also need to identify persons trained to deal with oil spills locally to monitor and contain the spill were possible. Any spill must be controlled and the EA must be liaised with. They will advise on what action/protocols need to be used.</p> <p>In all likelihood the risk is minimal because of the usage at the Harbours and most likely the oil in question will be marine oil. Even so, you must have a plan.</p> <p>ACTION: the Council to create a plan, identify operatives to train, check our oil spill kits, (do we need one at Watchet?), and investigate contractors and costs.</p>	
10.	<p>Health & Safety; KB: this all comes down to Port Management, there are 2 streams of Health and Safety;</p> <ul style="list-style-type: none"> • Vessels; this is covered by the 'Port Marine Safety Code' • People; this is covered by 'Health and Safety at Work' legislation <p>ACTION: the Council to review what and how we operate and do we comply</p>	CH
11.	<p>Charges for 2017/18); CH: There will be a small increase in fees from April 2017 for both pleasure and commercial vessels. Due to compliance and the cost for vessels entering the Harbours new fees and charges have been introduced to cover the costs to the Council. The new fees and charges document will be circulated with the minutes.</p> <p>ACTION: Commercial fees for large vessels to be researched further</p>	KR: CH:
12.	Any other Business;	
12.1	<p>Pilotage; KB: The rules state ALL passenger carrying vessels over 150 gross tonnes which enter Watchet Harbour need to be piloted. There are 2 ways to deal with this;</p> <ol style="list-style-type: none"> 1. Reissue the directions which is very costly and could need an act of parliament 2. Charge a proportionate amount to the vessels this applies too <p>ACTION: CH and KB to discuss after WSCHB meeting and advise accordingly.</p>	CH
12.2	<p>Navigation at Watchet Harbour; MS: Who is responsible for the Navigation for the water in front of the Harbour? CB:</p>	CH
12.3	<p>MUD in Watchet Harbour; MS: MUD – there must be a way to clear this. It is impacted on the commercial interests of Watchet. There have been a number of studies concerning how the mud impacts on the Harbour user's whether this is the marina or others. Dr ROBERT NUNNY has stated the marina issue with mud is compounded by the mud in the outer Harbour. MD: We are not here to discuss the Marina which is a commercial concern. At present the mud in the outer harbour does not affect Harbour users.</p>	CH
13.	<p>Time and Date of next WSCHB Meeting; Monday 24 April at 11:00</p>	
13.1	<p>Calendar dates purposed for future WSCHB Meetings; Monday 18 September at 11:00am Monday 27 November at 11:00am Monday 22 January at 11:00am</p>	

End of meeting...