

West Somerset Council Harbour Board, (WSCHB)

Monday 10:00am 18 December 2017 – Meeting Minutes

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

Item	Discussion Points	Action by
1.	Welcome to Iain Cobb, representative from the Minehead users. We all introduce ourselves around the table.	All
2.	Minutes from previous meeting; Noted and agreed.	
3.	Matters Arising: (Previous Meeting, keep items number from that meeting)	
3.1	<p>Harbour Fees:</p> <p>PM: Item 9 from the minutes of our previous meeting, ‘fees and charges’ are we the Harbour Board able to review the process of fee charging. I feel the Harbour Board should revisit the charging regime. Would it not be a good idea for the Harbour Board to be involved in the process of fee setting for next year?</p> <p>MD: The Harbour Board could review Harbour fees and charges in our September meeting in line with the process.</p> <p>PM: I am content with this, as long as the Harbour Board can have input into the process of deciding on the fees and charges regime for the coming year.</p> <p>MS: The Harbour Board need to discuss the method of fees and be more proactive in how we can carry-out this process as there is a lot of experience present within the Harbour Board. The represented from the Watchet Harbour Advisory Committee could also have input if possible.</p> <p>KR: Notes from CH to be read out to the Harbour Board.</p> <p>MD: There is a lot to get through, they can read out at the end of the meeting.</p> <p>MD: Any other points?</p> <p>MS: The Harbour Board need to discuss safety issues raised last time.</p> <p>MD: This is to be covered off under agenda item 3.3.</p> <p>MS: We need to discuss putting up steel wires.</p> <p>MD: Can I ask you to feed any concern under item 3.3.</p>	PM MD KR
3.2	<p>Creation of the Minehead Users Group:</p> <p>MD: Welcome to Iain Cobb who is the representative from the Minehead users.</p> <p>IC: We had an initial meeting and I was appointed.</p> <p>CKB: This is good for the Harbour Board and is good to have this covered and for the users of Minehead Harbour to be able to feed into the Board.</p> <p>MD: All the Minehead Users are Harbour users and there is a great deal of knowledge to bring to the Harbour Board which is an advantage for the Board.</p> <p>CKB: Gives a brief outline of the difference between Watchet and Minehead Harbours and the users.</p>	IC
3.3	<p>Harbour Risk Assessment Update:</p> <p>CKB: Have been put forward to Officers of the Council.</p> <p>CB: This has been discussed and not come back.</p> <p>IC: Minehead Users are concerned about turning the chains, general advice is to leave them in and covered by the mud and sediment rather than remove and clean as the mud protects the chains. This can hinder checking of the chains.</p>	MS

West Somerset Council Harbour Board, (WSCHB)

Monday 10:00am 18 December 2017 – Meeting Minutes

	<p>CKB: The general consensus is the owners should be checking their chain, it is their responsibility to do so.</p> <p>IC: Are there any guidance notes concerning the chains and the moorings?</p> <p>MS: There are a set of guidelines which WBOA, (Watchet Boat Owners Association) use which was adopted by West Somerset Council many, many years ago.</p> <p>MD: Thank you Martin, the Offices and I have not had sight of these. As you can imagine we have inherited the situation from our predecessors; are you able to provide some copies of the guidelines so we can go through them?</p> <p>MS: I will try and find a copy of this and forward.</p> <p>MD: Craig, and Iain can you confirm if you are able to check the moorings and the chains?</p> <p>CB: I check the chains and moorings in the spring.</p> <p>MS: Half inch chain, quarter inch links. Only mooring quality chains should be used. It is recommended the chains should be made from admiralty quality metal.</p> <p>CKB: 2 year life expectancy of chain in some harbours. If the local knowledge says leaving the chains in the mud helps to protect the chain then this is best. This is exactly why you need user group representation at the Harbour Board.</p> <p>MD: Iain and CKB to communicate and bring back to HB.</p> <p>MS: Anchor chain only...</p> <p>MD: Maybe anchor chains standards could be incorporate into mooring licences? Just a thought.</p>	
3.4	<p>Warning Letter Update:</p> <p>KR: Reads it out warning letter which the Council propose to use within the Harbours.</p> <p>RW: This is why a fee was proposed, so the Council could control dangerous fishing, not to make money!</p> <p>PM: There is nothing to stop the Council issuing a licence without charge. Very sensible to have this in place and for the 3 stage warning letter. To have a permit regime is appropriate and the letter has some merit.</p> <p>MD: As you can imagine, there is a cost to do this; why can't we put up warning letter/signage?</p> <p>MS: I have suffered from this; people state they have a right to be there. However, this is a permissive Harbour. Notice to state this and you must adhere to the rules or you will be asked to leave. There is a need to have a recognised Council employee in uniform to identify them as an employee to do this enforcement.</p> <p>MD: This is just not practicable for both harbours; we do need to keep harbours safe for all users.</p> <p>CB: The fishing community have embraced the safety aspects of this; we need some signage up highlighting the rules.</p> <p>IC: Look behind charges, we need a set of rules for all and to enforce the safety rules. How do we work-out where is safe or appropriate place to fish?</p> <p>JP: This is great and sounds like the fishermen will self-police so we may not need to revisit for 6 months.</p> <p>CKB: I would advise you to go down the letter route, local clubs are okay, but non local fishermen/visitors don't know the rules. Those that are not in clubs are more prone to fish in a dangerous areas and in a manner that is likely to be a danger.</p> <p>MS: Signage is best, and we need to have a set of rules in sight for all to see!</p> <p>MD: Warning letter will be updated and we will ask Officers to look at the options with signage and have some options ready for the next Harbour Board.</p> <p>CKB: Are there any by-laws the Council can use as an ultimate sanction?</p>	

West Somerset Council Harbour Board, (WSCHB)

Monday 10:00am 18 December 2017 – Meeting Minutes

	<p>MD: None which we know of. We need to work on this and bring back for the next HB.</p>	
4.	<p>General Harbour Operations Update, (Assistant Harbour Master); CB: Safety checks continue to be carried out on a regular basis including the many life rings some of which have now been replaced. There has been some damage from the barge which has been reported. There are cars driving onto both of the Harbours and as such the bollard is now up permanent at Minehead Harbour. Permission has to be requested for the bollard to be unlocked. Steps replaced, many repairs to lights. Slime and crystals sprinkled on to the steps and Harbour Users premises and this is serious and as such is a police matter. Recommend a fee for winter moorings as some boats would like to have a mooring just for the winter period. With checking chains, nobody can get down to check his chains in the Minehead Harbour as the chains are deep in the mud. There is a general lack of chain replacement by the users. RW: Can I ask if there is a mechanism to raise the chains? CB: The mud and silt prevents this; it's not a dredging issue, this is a boat owners responsibility to carry-out this task on a regular basis. MS: You have to be careful on removing any mud or silt as this could be seen as dredging by some. CB: If there was any dredging need, this would be best done little and often for now. CKB: Little and often would be better for the Harbour. IC: There is lots of mud, 2 skippers got a digger and this got stuck, the mud is so thick MD: Did they are for permission to do this? MS: All about permissive powers! MD: Permission must be requested, so all are kept safe whilst they are using the Harbours. IC: Can we have more signage to stop visitors walking out into the mud? MD: I will visit Minehead Harbour over the weekend and check with CB. MC: Can I just ask, did anybody ask you for permission to put a digger in our Harbour? Was there a risk assessment carried out? CB: No, I was not informed, it's quite common for a skipper to bring in a mini digger to check their mooring chains. CKB: They will need to have a risk assessment for any work they carry out normally and they should inform the Council, whether it is checking a chain, or not. MD: A method statement and Risk Assessment must be handed over before we can agree to any works within or on Council owned land, safely, securely and with permission. This is in the best interests of all users. JP: If we are asking them to check their chains, then how do they do it? CKB: This can be done with little water and use of a buoy to pull out chain to check, as long as they drop the sinker back before the next tide this would be okay and is normal practice.</p>	CB
5.	<p>Technical Harbour Operations Update, (Off-Site Harbour Master): CKB: Both agenda items 5 & 6 really roll into one... Operations Manuel has been produced and is with the Council and I am waiting for this to come back to be agreed. MC: This needs to be agreed by the Council and not Officers! JP: Yes, this must be agreed first by the elected members. MD: KR to discuss with Bruce Lang and report back to the Harbour Board.</p>	

West Somerset Council Harbour Board, (WSCHB)

Monday 10:00am 18 December 2017 – Meeting Minutes

	<p>Oil Spill plan; CKB: This is out and I await for comments of which I have received 1 back and I am waiting on a further 3; this is known as the 2nd phase. If agreed, the MCA, (Marine Coast Guard Association) will then need to agree to the contents of the document. With some big vessels arriving in both the Harbours this pushing them are over the threshold and as such you need a plan etc. for tier 2. The Council must have a contract in place with a tier 2 contractor; I am trying to have a list so the MCA say it's okay to use this rather than paying 3k for the contractor to be at the end of the phone. It should also be noted, the polluter pays for the clean-up costs. PM: Balmoral is out of service for 2018 MD: Will not be seeing the Balmoral next year, we are waiting to find out about the Waverly to see if they have any plans for this year CKB: Unless categorially we know they are not going to visit for 3 years then we would not need to have a plan, if they will be visiting or you cannot confirm they are not then you need a plan in place, including a tier 2 contractor. CKB: If I get okay, I would publish in the new year.</p>	
6.	<p>Operations Manual Update; Item 6 has been covered within item 5.</p>	
7.	<p>Any other Business;</p>	
7.1	<p>Build-up of Mud; MS, There are issues with the mud in the outer harbour at Watchet! PM: 22 November, email from CH. This has been forwarded to the Off-site Harbour Master. CKB: I have been away and as such have not seen this, but what can be done? MS: It is estimated there are 2 metres of mud at the slipway. the harbour is now half dry when the marine is being operated MD: Does the Council have a duty to act? CKB: There is a duty of care for any council to keep depths safe for use. The Harbour revision order states there should be a pipe put in to remove the mud from the Marina and there is not, the dredging is causing an issue which is a Marina issue. MS: The mud issue has built-up in the outer harbour, what can the Council do about it? We have boats now touching the bottom which is a safety issue. The gate opening and closing times are being advertised, but at either end of the times a vessel will struggle getting in. MD: Are the times safe? CKB: We need to issue a notice to mariners or is this the Marina? If this is a commercial purposes so would be sat with the Marina operator. There is no need for the Council to do so. RW: There has been up until recently a budget to dredge the Harbour where has that gone? MD: Any budget has been rolled into one to cover both the Council's harbours. MS: There needs to be some form of dredging process in place to make the Harbours work for all. MD: The Council are chasing the Marina Operator for action and dates. MC: The Council will need to have sight of the report from Dr Nunny. MS: I am only trying to highlight a safety issue as the representative of the WHAC</p>	xx

West Somerset Council Harbour Board, (WSCHB)

Monday 10:00am 18 December 2017 – Meeting Minutes

	<p>CKB: My understanding is the Marina Operator should be contacted before a vessel enters the marina. The Council need to raise that as a silt build-up via a notice to mariners.</p> <p>JP: A safety notice must be issued first!</p> <p>JP: Are the Council aware of the Coastal Community Team bids?</p> <p>MD & MC: No, we have not been advised.</p> <p>MD: Are there any other items? None brought up.</p>	
8.	<p>Time and Date of next WSCHB Meeting; 12 March 2018 at 10:00am</p>	
8.1	<p>Calendar dates purposed for future WSCHB Meetings; 18 June 2018 17 September 2018 10 December 2018</p>	

End of meeting...

Harbour Board:

Voting Members

- **Chairman** – Portfolio Holder for the Environment, *Cllr Martin Dewdney*
- **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 Mandy Chilcott*
- **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 Representative, (MHU)** – *Iain Cobb*