West Somerset Council Harbour Board, (WSCHB)



10 September 2018, 10:00am — Meeting Minutes

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

Item	Discussion Points	Action by		
1.	Introductions around the table; it was noted the same members are absent as of the last few meetings. KR stated, invites have been placed in the calendars of members as requested a number of Meetings ago. In addition KR stated he would re-issue meetings into Member's calendars. This was checked at the meeting. MD and RW asked if the Councillor representation needed to be revisited. Apologies received from CB & NG .	KR		
2.	Minutes from previous meeting; Noted			
3.	Matters Arising: (Previous Meeting, keep items number from that meeting)			
3.1	Oil Spill Plan update; KB explained why the Council needs an Oil Spill Plan, (as expected by the Department for Transport) and that the Harbour Board should make a recommendation regarding the OSP to the West Somerset Cabinet at the earliest opportunity. It was agreed by the Harbour Board that the Operations manual along with the Oil Spill Plan be sent to Cabinet for approval once the miner amendments discussed by the HB have been made; KR and BMW are to review and go through Bruce Lang for dates. There was a discussion on how any incident could be covered within both Harbours and who would be responsible. It was advised the Council should have a number of staff trained to help if an oil spill occurred. This would also cover the Marina. KB explained locally trained staff would be able to deal quickly, there should be a bowser check list for 5, & 10 gallon jerry cans, (bunted) and that if there is an incident the polluter pays, (EA standard). Training needs to be organised, (not in document). There should be a practice exercise within a 3 year plan. The 'Tier 1' kit based in Minehead should be regularly checked and items replaced as required.	KR & BMW		
3.2	Operations Manual Update; KB stated that while this was covered in the above agenda item there are some updates to wording etc. and some other checks to be made.	KR		
4.	Letter to the Harbour Board for consideration; CH read-out the letter which had been forwarded to the Members of the Harbour Board prior. There was a long discussion regarding the marina's and council's relationship; consensus is defer until the next meeting. In the interim CH will write to WHAC and ask for them to comment on the letter.	СН		
5.	General Harbour Operations Update; A briefing letter from CB read out as he is on vacation; very positively received. The letter described all the work CB was undertaking including the Trinity House inspection, and the daily H & S inspections. There was also a description of the 24 September single dredge/removal from the Harbour at Minehead. The Harbour Board commended Craig on all is hard work	All		
6.	Technical Harbour Operations Update;	ALL		

WSCHB 1 of 3 DOC: kric20140922

West Somerset Council Harbour Board, (WSCHB)



10 September 2018, 10:00am — Meeting Minutes

	VD weith-metalaha Cannailla manda manda an and 19th the Health a Connail and	
	KB reiterated the Council's need to move forward with the Harbour Operations Manuel	
	and Oil Spill plan Feedback on concerns/requests previously raised;	
7.	CH gave a comprehensive update on actions which the Council had undertaken with	СН
/.	the Harbours to improve the asset.	СП
	Dredging report update;	
8.	CH stated the air lifting trials in the outer harbour had proved you can use airlift in the	
	inner harbour/marina, but not so good for outer harbour. The phased used is this	
	leaves elephant feet imprints with the sediment. Unfortunately, for whatever reason	СН
	this was not trailed in the marina. More pilots are planned for a sustainable means to	
	remove the mud. The Council are working together with the marina team on the	
	options.	
	Action; Update Minehead MMO licence within 6 months	СН
	Action; Update on all the work which has been done and media	
	Action; Investigate in a tide gauge	
	Updates from the Advisory Committees;	
	A. Watchet Harbour Advisory Committee:	
	MS undated the Board on a near miss in the Harbour at Watchet when a vessel entered	
	on a red-light. The issue is a Marina one to investigate. The fishing stakes are still	
	considered an issue. KB advised the Board that we do have a notice to marinas out	
9.	which publicised this concern. MS continued that the WHAC wondered if there was	СН
	going to be an update on harbour dues; are they being discussed? CH advised the	•
	Council had not started looking at these yet, but would should be able to advise the	
	Board at the next meeting.	
	B. Minehead Users:	
	IC advised the Board that the harbour steps needed to be repaired as the wood has	
	come away. The stainless bolts have not been ground-off either which could cause a	
	trip hazard. Suggest CB and other Officers of the Council take a VHF course and enable	
	him to use radio. IC also enquired is the Flag pole has been agreed? BMW stated she	KR
	thought it had. KR to chase this up.	
	IC asked about the Visitors buoy and if the sinkers be found? Can I ask Craig to put	CD.
	them out after work carried out, agreed.	СВ
10.	Any other Business;	
10.	CH updated the Harbour Board on changes now the Council's Transformation was unde Time and Date of next WSCHB Meeting;	rway.
11.		
11.	10 December 2018, 10:00am	
11.1	Calendar dates purposed for future WSCHB Meetings;	
	11 March 2019	
	10 June 2019	
	09 September 2019	

End of meeting...

Harbour Board:

Voting Members

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

West Somerset Council Harbour Board, (WSCHB)



10 September 2018, 10:00am - Meeting Minutes

• **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