

TORRIDGE DISTRICT COUNCILHARBOUR BOARD MEETING

Virtual Meeting via Zoom with Public Access via YouTube
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Thursday, 18 March 2021 - 2.30 pm

PRESENT Councillor R Hicks (Chair)
 Councillors P Christie, K James and G Rossi

Independent Members – Mr T Gibbs & Mr N Hardaker

ALSO PRESENT S Dorey - Head of Legal & Governance (Monitoring Officer)
 R Haste - Operational Services Manager
 P Labistour - Harbour Master
 K Brown - Democratic Services Officer

The Chair welcomed everyone to the meeting.

56. APOLOGIES FOR ABSENCE

No apologies for absence were received.

57. MINUTES

It was proposed by Councillor Hicks, seconded by Councillor James and –

Resolved: That the minutes of the meeting held on the 10th of December 2020 be agreed and signed as a correct record with the following amendment:

Minute 55, second paragraph ‘timely’ to be amended to ‘time consuming’.

A recorded vote was taken.

COUNCILLOR	FOR	AGAINST	ABSTAIN
Christie, P	X		
Mr T Gibbs	X		
Mr N Hardaker			
Hicks, R	X		
James, K	X		
McGeough, D			
Rossi, G	X		

Vote: (Unanimous)

Due to technical difficulties Mr Hardaker did not participate in the vote.

Councillor McGeough did not join the meeting.

Matters Arising

Following queries from Members regarding the abandoned boats near Bank End the Harbour Master confirmed there are approximately half a dozen boats that were moved from Brunswick. The situation will be prioritised and notice served to have the boats removed, with the process taking roughly 12 weeks.

58. ACTION LIST

Minute 8 – The Operational Services Manager confirmed further meetings have taken place with Evans Transport to progress this matter and if successful in progressing a report will be brought to the Harbour Board Committee in the future, action ongoing.

Minute 37 – Linked in with minute 8 and the meeting with Evans Transport, action ongoing. Following a question from Councillor Rossi the Operational Services Manager confirmed a potential new crane driver has been sought however more details will be brought to the next Harbour Board meeting to include costings.

Minute 64 – Lease has been circulated. Action complete.

59. PUBLIC CONTRIBUTIONS

There were no Public Contributions

60. AGREEMENT OF AGENDA ITEMS PARTS I AND II

There were no Part II items.

61. URGENT MATTERS OF INFORMATION BROUGHT FORWARD WITH THE PERMISSION OF THE CHAIRMAN AND THE COMMITTEE

No items were brought forward.

62. FINANCIAL SUMMARY QUARTER 3 - 2020/21

The Operational Services Manager presented the report, the purpose of which was to advise Committee Members of the Financial Summary Quarter 3 – 2020/21.

Explanations of the variance in figures were given focusing on employment, premises, transport, supplies & service, customer receipts and Pilotage.

Figures are down however another ship had since visited and figures from this ship will be presented in the final quarter report. At the next Harbour Board meeting a full year of working summary finances will be presented.

The report was noted.

63. PORT MARINE SAFETY CODE ANNUAL REPORT

The Harbour Master presented the report, the purpose of which was to bring the Annual Port Marine Security Code report of the Harbour Master and Designated Person to Members of the Harbour Board to advise of Bideford Port Authorities continued compliance with the Port Marine Safety Code.

The Designated Person, the Council's Public Health & Housing Manager, Janet Williams was invited by the Chair to give a verbal update.

The role of the Designated Person is to provide independent assurance on the Harbour Management Safety System. The review of the Port Marine Safety Code consisted of a three-day audit covering all relevant harbour operations.

Recommendations were made by the Designated Person which have been worked through by the Harbour Master. Thanks was given to the Harbour Master, the Operational Services Manager and all Harbour staff for all their hard work and co-operation during the process.

During the process it was ascertained that core safety requirements have not been compromised.

The main areas of works that have been progressed include:

- Risk assessments for third parties have been reviewed and updated.
- Review of the duties & powers of the Harbour Authority with the Duty Holder being appointed.
- Rules & responsibilities for Harbour staff have been reviewed.
- The Designated Person is now included in all the Harbour Master's operational emails & key safety decisions with good communication channels now in place.

The Designated Person advised all relevant safety management information regarding the Harbour is available to her through the corporate/Harbour/Tdrive which has been helpful with the Audit process.

Some areas of work have been carried over into Marine Safety Plan 2021-2024 as some aspects are out of the Harbour Team's control i.e Department for Transport's current stance updating the Harbour directions due to the ongoing Pandemic, however there are no safety issues so the DP content to carry forward.

The website is waiting to be updated which will be key in communications & transparency.

As with all any safety management system the work is never considered complete and is continuously kept under review for improvement.

To summarise, the Designated person was happy to advise that the Port Marine Safety Code is being met and this can be reported to the Maritime and Coast Guard Agency.

Following a query from Mr Gibbs the Harbour Master advised a large amount of the safety management system material which will be made available online when Torridge District Council updates its website however further guidance from the guide of good governance will be sought as to the detailed information that can be added to the Website.

It was confirmed following a query from Mr Puddy that Landvisiau Walk is covered by the Port Marine Safety Code with some work being carried out there for the recent Audit. The Harbour Master advised the group that this type of concern could be raised if a Harbour Liaison Forum Group were created with in depth conversations being conducted at the Forum Group before bringing items to the Harbour Board Committee meetings. The Harbour Master asked that Mr Puddy email him directly with concerns on safety access so it can be investigated.

It was proposed by Councillor Hicks, seconded by Councillor Rossi and –

Resolved: That the Harbour Board approve the report and recommend that the report be referred to the Community & Resources Committee to be approved.

A recorded vote was taken.

COUNCILLOR	FOR	AGAINST	ABSTAIN
Christie, P	X		
Mr T Gibbs	X		
Mr N Hardaker			
Hicks, R	X		
James, K	X		
McGeough, D			
Rossi, G	X		

Vote: (Unanimous)

Due to technical difficulties Mr Hardaker did not participate in the vote.

64. PORT HARBOUR ACTIVITY REPORT

The Harbour Master presented the report, the purpose of which was to advise the Harbour Board Members of the activities and vessel movements in the port and other port issues since the last meeting on 10th of December 2020.

Significant reference was made and examples given for the need to create a Harbour Liaison Forum Group, which would be beneficial to all involved with the Harbour.

A discussion then took place.

Mr Gibbs referred to an incident that occurred on the quay involving a vehicle managing to access the quay when a ship was docked which raised safety concerns. Both the Harbour Master and Operational Services Manager advised this should not have occurred, they will investigate the matter and if this is witnessed again to report it straight away. The Harbour Master advised that the port does not currently have powers to control issues such as these that arise which is why Bylaws/harbour directions are actively being looked at by the Port Management Team in order to improve management control of the port for the future.

Mr Puddy agreed and welcomed the idea of a Harbour Liaison Forum Group.

Following concern from the Chair, the Harbour Master assured that he has experience of chairing meetings and a Harbour Liaison Forum Group would be proactive.

The Chair enquired to the possibility that Members from the Harbour Board and Bideford Members, board a visiting ship when entering the Harbour to gain knowledge and understanding of what is involved when operating a vessel. The Harbour Master advised this could be arranged and several of the Harbour Board Committee Members would like to take part.

The Harbour Master advised the Chair there are a few fishing boats that currently run out of Bideford and Appledore and informed the group that Appledore fish quay is thriving with a local fishmonger recently being granted a licence with significant amounts of Lobster, Crab and Spider Crab being landed there. A Mussel purification plant operates at Appledore Fishdock using Mussels from the river Torridge and is currently experiencing a high level of demand.

Councillor James advised that over recent months he had attended meetings with Sir Geoffrey Cox, where he had praised the Council for the work they are doing regarding the Harbour. Councillor James asked if the Harbour Master could put together a short resume of the Harbour for Councillor James to take to his next meeting with Sir Geoffrey Cox, the Harbour Master advised he would put a resume together and email to Councillor James along with a recent press release.

A short discussion took place surrounding the upcoming planning application for Brunswick Wharf and the Pontoon that is included in the application. The Harbour Master was not aware of this and thought the Harbour Authority should be consulted, this would be an ideal topic to discuss at a Harbour Liaison Forum Group. The Chair sought advice from the Head of Legal & Governance (Monitoring Officer) regarding the Pontoon who advised this falls in the remit of the Major Projects & Estates Manager who she would ask to contact the Chair directly with more information. However, if planning permission is granted along with the Pontoon and the Harbour Board were not satisfied, they would have to make a recommendation to the Community & Resources Committee.

Following a query from Councillor Rossi regarding the responsibility of the Pontoon the Head of Legal & Governance (Monitoring Officer) advised these conditions are yet to be confirmed.

It was proposed by Councillor James, seconded by Councillor Rossi and –

Resolved: That the report be noted and the creation of a Harbour Liaison Forum Group be approved.

A recorded vote was taken.

COUNCILLOR	FOR	AGAINST	ABSTAIN
Christie, P	X		
Mr T Gibbs	X		
Mr N Hardaker			
Hicks, R	X		
James, K	X		
McGeough, D			
Rossi, G	X		

Vote: (Unanimous)

Mr Hardaker had left the meeting at this point and did not participate in the vote.

65. ANY OTHER BUSINESS

Following a query from Councillor Rossi the Head of Legal & Governance (Monitoring Officer) advised that as the matter is confidential the meeting would need to move into Part II.

It was proposed by Councillor Hicks, seconded by Councillor Rossi and –

Resolved:

That the public be excluded from the remainder of the meeting because of the likely disclosure of exempt information by virtue of paragraph 3 of Part I and paragraph 10 of Part 2 of Schedule 12A of the Local Government Act 1972.

A recorded vote was taken.

COUNCILLOR	FOR	AGAINST	ABSTAIN
Christie, P	X		
Mr T Gibbs	X		
Mr N Hardaker			
Hicks, R	X		
James, K	X		
McGeough, D			
Rossi, G	X		

Vote: (Unanimous)

A confidential matter regarding moorings was discussed.

It was proposed by Councillor Rossi, seconded by Councillor James and –

Recommendation:

That the Harbour Board makes a recommendation to Community & Resources Committee regarding this matter.

A recorded vote was taken.

COUNCILLOR	FOR	AGAINST	ABSTAIN
Christie, P	X		
Mr T Gibbs	X		
Mr N Hardaker			
Hicks, R	X		
James, K	X		
McGeough, D			
Rossi, G	X		

Vote: (Unanimous)

It was proposed by Councillor Hicks, seconded by Councillor Rossi and –

Resolved:

That the press and public be re-admitted

A recorded vote was taken.

COUNCILLOR	FOR	AGAINST	ABSTAIN
Christie, P	X		
Mr T Gibbs	X		
Mr N Hardaker			
Hicks, R	X		
James, K	X		
McGeough, D			
Rossi, G	X		

Vote: (Unanimous)

The meeting commenced at 2.30 pm and closed at 3.51 pm

Chair:

Date: