

NEWLYN PIER AND HARBOUR COMMISSIONERS

MEETING OF THE COMMISSIONERS HELD AT 9.00 A.M. WEDNESDAY 2 MAY 2012 AT THE NEWLYN CENTRE

In attendance: Gilbert McCabe (Chairman) (GMcC)
 Kevin Bennetts (KB)
 Mike Collier MBE (MC)
 Andrew Munson (AM)
 David Stevens (DS)
 Elizabeth Stevenson (ES)
 Rob Salvidge (RS)
 Rob Wing (RW)

Also in attendance Elaine Baker, Commission Administrator (EB)
 David Hines-Randle, Executive Assistant (DH-R)

	<u>PART A PUBLIC PARTICIPATION</u>	<u>ACTION</u>
	<p>Helen Burnham referred to the minutes of the previous meeting, and in particular the reference to the former Environment Group which she felt did not accurately reflect the group's status and requested that the words "of the NFIF" be inserted. The Board noted the comments, but felt that the minutes as written were an accurate record of the group's status and declined to accept the amendment.</p> <p>Helen Burnham asked for an update on the progress of the new bollards outside the Fisherman's Mission. AM reported that a sample of the new bollards was to be delivered to the Harbour Office later that day. Subject to the agreement of Cornwall Council the new bollards would be erected as soon as practicable. The design would not be intrusive in the conservation area and were resilient to impact.</p> <p>AM reported that Cornwall Council had advised that the public toilets adjacent to the Fisherman's Mission which were currently leased to Cornwall Council were to be handed back to NPHC.</p> <p>Helen Burnham raised the issue of the NPHC website. It was confirmed that there was a new website www.newlynharbour.com and that a number of additional domain names had been purchased (newlynharbour.net / org). Work was progressing on the content of the website and the importance of the website from a communications perspective was noted. There was some concern that at present search engines did not recognise the new official site and it was acknowledged that this aspect needed to be addressed as a matter of urgency and that the search facility should be linked to "NPHC". DH-R noted the comments and confirmed that work on this aspect was progressing. He also reported that the old website was due to expire on 12 July 2012, and that agreement had been reached for it to be formally signed over</p>	

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	to NPHC and a decision would be taken on either to close the site or re-establish it as the official NPHC site.	DH-R
	<u>PART B – MEETING OF THE COMMISSIONERS</u>	
NPHC 127	<u>Apologies for Absence</u> Apologies for absence were received from Paul Corin, Glenn Caplin and Ray Tovey.	
NPHC 128	<u>Declarations of Interest</u> KB declared a personal interest in any items on the agenda in connection with the harbour as the owner of a boat using the harbour and a businessman on the harbour. AM declared a personal interest in any items on the agenda relating to staffing matters as an employee of NPHC. DS declared a personal interest in any items on the agenda in connection with the harbour as the owner of a boat using the harbour and as a businessman on the harbour. ES declared a personal interest in any items on the agenda which referred to W Stevenson & Sons Ltd in connection with the harbour. Rob Salvidge declared a personal interest in any items on the agenda in connection with the harbour as an operator of a ship using the harbour to that takes fee paying passengers.	AM
NPHC 129	<u>Minutes</u> <u>RESOLVED</u> : That the public Part 1 minutes of the meeting held on 4 April 2012, including the summary of matters considered in Part 2 be approved and signed by the Chairman.	EB
NPHC 130	<u>Matters Arising</u> On minute no NPHC 111/12 (Matter Arising), AM confirmed that the lorry parked on the Mary Williams Pier had been removed to the lorry park.	AM
NPHC 131	<u>Appointment & Re-appointment of Commissioners</u> The Chairman reported that confirmation was still awaited from Cornwall Council on its two appointees to replace Glenn Caplin whose current term of office expired on 31 May 2012 and would not be seeking re-appointment and Ray Tovey due to ill health.	

<p>NPHC 131 cont.</p>	<p>On behalf of the Board, the Chairman thanked GC and RT for their respective contributions to the work of the Board and the harbour.</p> <p>The Board also considered the re-appointment of Mike Collier, David Stevens and Rob Salvidge whose current terms of office also expired on 30 May 2012.</p> <p>RESOLVED That, under Article 7 of the Newlyn Pier & Harbour Revision (Constitution) Order 2010, Mike Collier, David Stevens and Rob Salvidge are appointed for a three year term under Article with effect from 31 May 2012 until 30 May 2015.</p>	<p>AM / EB</p>
<p>NPHC132</p>	<p><u>Election of Vice-Chairman</u></p> <p>In view the fact the GC was not to be re-appointed by Cornwall Council and in order to comply with S.8 of Schedule 2 of the Newlyn Pier & Harbour Revision (Constitution) Order 2010 the Board:-</p> <p>RESOLVED: That, Rob Wing be appointed as Vice-Chair elect, with the appointment to take effect from 31.05.2012.</p>	<p>AM / EB</p>
<p>NPHC 133</p>	<p><u>Executive Report</u></p> <p>The Harbour Master gave his executive report on Executive Matters since the last meeting. (Copy appended to the signed minutes).</p> <p>ASM confirmed that Trinity House inspections were carried out on South Pier, North Pier, Mary Williams and Old Quay lights, lights on the end of the pontoons and the slipway.</p> <p>AM reported that unfortunately it had not been possible to accommodate the Scillonian in the harbour during the recent bad weather because the original forecast had been for NE force 9 – 10 winds forcing the stern onto to the quays and with the wind veering to a SE direction there was overtopping on the South Pier and therefore there was no safe berth within the harbour. Normally, during adverse weather conditions the Scillonian moored alongside the Albert Pier, Penzance. Unfortunately, due to siltation problems at the present time meant that this was not possible and arrangements had been made for the ship to be moored in the wet dock.</p> <p>Regarding the public conveniences adjacent to the Fishermen Mission, AM further explained that a meeting had been held on 13 April with representatives from Cornwall Council, Mousehole Harbour Commissioners and the local Cornwall Councillors to discuss the future operation of the public conveniences. It was agreed that NPHC would take back responsibility for operating the public conveniences, subject to Cornwall Council improving the conveniences to bring them up to a satisfactory standard in advance of the handover. It was confirmed that NPHC would take over responsibility for the conveniences at the end of the year assisted by grant funding from Cornwall Council. NPHC would</p>	

	<p>not be taking over responsibility for the public conveniences adjacent to the Red Lion PH as they were outside of its jurisdiction. AM also <u>AGREED</u> to ensure that disabled access to the public conveniences was not restricted as a result of the installation of the new bollards.</p>	AM
NPHC 134	<p><u>Finance Report</u></p> <p>DH-R commented that there had been little change in the financial position since the last meeting and that NPHC was still on target to make a small surplus this year and that the harbour was operating within existing financial facilities. There had been a small increase in debtors but on the whole finances were looking healthy.</p>	
NPHC 135	<p><u>Year End Accounts 2011</u></p> <p><u>RESOLVED</u>: That in view of the need to discuss a number of issues within the accounts of a confidential nature it was agreed that this item be considered in the closed part of the meeting.</p>	
NPHC 136	<p><u>Code of Practice Regarding Fee Paying Passengers</u></p> <p>AM reported that having revisited the issue of fee paying passengers which had been raised at the last Board meeting on 4 April it was his view that the harbour was not in position to accommodate the request from yacht owners seeking permission to take fare paying passengers (min. no NPHC114/12 refers) due to a lack of capacity on the pontoons and a number of health & safety issues. However, AM <u>AGREED</u> to review the decision if any further requests were made and confirmed that the issue would be considered on a case by case basis rather than establishing an overall policy.</p>	
NPHC 137	<p><u>Car Parking on the Old Quay</u></p> <p>AM outlined three main concerns regarding the continued parking of unauthorised vehicles on the Old Quay: further damage to the quay surface which was made up of granite setts and earth, poor access from the highway via a steep slope with nothing to protect the vehicle should control be lost, particularly in wet weather, exiting the quay on a blind junction and the lack of raised edges / kerbs on quay to stop a vehicle from going over the edge. AM suggested that parking should not be permitted except for those vehicles which needed to transport goods and / or equipment to vessels moored there. Also vehicle should not be permitted to remain on the quay when the vessel was at sea. Subject to the Board's approval MBC would be asked to patrol this area.</p> <p>The Board <u>AGREED</u> to the above course of action for a trial period of three months, and that notices are displayed on the Old Quay to advise motorists that vehicles were at risk of clamping.</p>	AM

NPHC 138	<u>Exclusion of the Press and Public</u> The meeting <u>RESOLVED</u> to exclude the press and public at this point in the proceedings as matters of a confidential and personal nature were to be discussed.	
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SUMMARY OF MATTERS CONSIDERED IN THE CONFIDENTIAL PART OF THE AGENDA OF THE MEETING OF THE NEWLYN PIER & HARBOUR COMMISSIONERS HELD ON 2 MAY 2012

1. Minutes (Part 2) of the Meeting held on 4 April 2012

The minutes were approved by the Board.

2. Matters Arising

There were no matters arising from the minutes

3. Year End Accounts 2011

The Year End accounts 2011 were approved, subject to a number of minor amendments.

4. Finance Report

The Board received an update on a number of confidential financial issues.

5. Operations / Non Harbour Issues

The Board received a progress report in respect of a number of staffing related matters.

6. Executive Report

The Board received the Harbour Master's report on confidential Executive Matters since the last meeting.

7. Draft Communications Strategy

The Board discussed a number of options to improve external communications, including improvements to the website.

8. Draft Strategy Document

The Board was advised that further work was required and that a revised version would be circulated in due course.

9. De-Registered Vessels

The Board discussed the issue of the removal of de-registered vessels from within the harbour.

10. Any Other Business

The Board discussed issues relating to the Old Quay, fee paying passengers, staffing matters and gigs within the harbour.

11. Date of Next Meeting

To be held at 9.00 a.m. on Wednesday 6 June 2012 in the Newlyn Centre.

The meeting closed at 12.50 p.m.

Chairman

13 June 2012