

**NEWLYN PIER AND HARBOUR COMMISSIONERS (NPHC)**

**MEETING OF THE COMMISSIONERS HELD AT 9.00 A.M. ON WEDNESDAY 3 MAY 2017 IN NEWLYN CENTRE, NEWLYN**

**In attendance:** Rob Wing (Chairman) (RW)

Kevin Bennetts (KB)  
 Mike Collier MBE (MC)  
 Paul Corin (PC)  
 Anthony Hosking (AH)  
 Jim McKenna (JMCK)  
 Lucy Parsons (LP)  
 Rob Parsons (RP)  
 Sam Winters (SW)

**Also in attendance:** Elaine Baker, Commission Administrator (EB)

**Other Attendees:**

	<b><u>PART A PUBLIC PARTICIPATION</u></b>	<b><u>ACTION</u></b>
	There was no public participation.	
	<b><u>PART B – MEETING OF THE COMMISSIONERS</u></b>	
	<p><b><u>Welcome</u></b></p> <p>The Chairman welcomed Anthony Hosking to the Board of Commissioners.</p> <p>The Board presented Emma Pearce with a bouquet of flowers following her recent marriage.</p>	
<b>NPHC 01</b>	<p><b><u>Apologies for Absence</u></b></p> <p>There were no apologies for absence.</p>	
<b>NPHC 02</b>	<p><b><u>Declarations of Interest</u></b></p> <p>MC declared a personal interest in any items on the agenda as a pontoon user and trainer for Seafood Cornwall Training.</p> <p>PC 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.</p>	

	<p>AH declared a personal interest in any items on the agenda in connection with the harbour as a commercial boat owner and as a businessman on the harbour.</p> <p>LP declared a pecuniary interest in her capacity as the consultant working on a new breakwater at Penzance.</p> <p>RP declared a personal interest in any items on the agenda relating to staffing matters as an employee of NPHC.</p> <p>RW declared a personal interest in any items on the agenda in connection with the harbour as a fish merchant operating on the market.</p>	<b>EB</b>
<b>NPHC 03</b>	<p><b><u>Minutes</u></b></p> <p><b><u>RESOLVED:</u></b> That the public (Part 1) minutes of the meeting held on 1 March 2017, including the summary of matters considered in Part 2, as amended below, be approved and signed by the Chairman.</p> <p>NPHC 54 (Harbour Master's (Part 1) Report) Removal of the name "Sampson" from the name of the vessel "William Stevenson".</p>	<b>EB</b>
<b>NPHC 04</b>	<p><b><u>Matters Arising</u></b></p> <p>There were no matters arising.</p>	
<b>NPHC 05</b>	<p><b><u>Change of Date of July Board Meeting</u></b></p> <p><b><u>RESOLVED:</u></b> That the date of the next Board meeting be changed from 5 July to 19 July 2017.</p>	<b>EB</b>
<b>NPHC 06</b>	<p><b><u>Re-appointment of Commissioner</u></b></p> <p><b><u>RESOLVED:</u></b> That, in accordance with Article 7 (Appointment of Commissioners) of the Newlyn Pier &amp; Harbour Revision (Constitution) Order 2010, Kevin Bennetts and Paul Corin be appointed for a further three-year term expiring on 30 May 2020.</p>	<b>EB</b>
<b>NPHC 07</b>	<p><b><u>Re-appointment of Auditors</u></b></p> <p><b><u>RESOLVED:</u></b> That Kelsall Steele be appointed as Newlyn Pier &amp; Harbour Commissioners internal auditors for a further 12 months, expiring on 31 May 2018.</p>	<b>RP / EB</b>
<b>NPHC 08</b>	<p><b><u>Communications Strategy and Development of Website</u></b></p> <p>SW reported that he had met with the existing website developers and that he was in the process of preparing an outline for improvements to the NPHC website. It was likely that new website designers would be engaged and SW was currently compiling a shortlist of other marine</p>	

<p><b>NPHC 08 cont.</b></p>	<p>based agencies which might interested in the project. The outline brief would be completed in the next few weeks. The next stage would be development of a full proposal, submission of quotations followed by a presentation to the Board on the preferred company.</p> <p>The Harbour Master commented that the development of the website tied in with future harbour developments such as the fish market and was a requirement of the Port Marine Safety Code (PMSC).</p> <p>SW confirmed that a full proposal would be brought to the next Board meeting on 19 July 2017 with a view to the development of the new website being completed by the end of the summer 2017.</p> <p>It was <b>AGREED</b> that the Board would receive a presentation on the preferred option and the small working party of Commissioners be established to consider the detail of the proposal and the make a formal recommendation to the Board on 19 July 20017 on the preferred option.</p>	<p><b>SW / RP / EB</b></p>
<p><b>NPHC 09</b></p>	<p><b><u>Harbour Master's (Part 1) Report</u></b></p> <p>The Board received the (Part 1) report from the Harbour Master on operational and property matters and project update (copy appended to the signed minutes).</p> <p><b>PMSC</b> – The Harbour Master reported that Gilpin Demolition had commenced the break-up of the vessel “Excellent”, and that he had been extremely impressed by the professionalism of the company.</p> <p><b>Ageing Vessels</b> – Risk analysis had been completed. The vessel “Catherine” had been lifted out and a load line exemption was still awaited on the William Stevenson which was due to be removed to Bideford. “Sapphire 1” had been moved to be scrapped and the Hope Ships vessel was to be taken back to Ireland. However, the charity would continue to provide support to injured ex-servicemen and fishermen and remained a key part of the heritage vision for the harbour.</p> <p><b>Navigation Light North Pier</b> – a new navigation light had been installed, the pier remained open to the public but there was restricted access for anglers.</p> <p><b>Fenders</b> – There was concern at the length of usable life of the fenders. Wider tyres were being used, particularly on the Mary Williams Pier which received the most damage.</p> <p><b>Dredging / Tyres</b> – Approval for a dredging licence was still awaited, and discussions were continuing the Environment Agency. The sample which had been sent to the MMO for analysis had been cleared and there was no evidence of TBTs. However, silt in the harbour continued to rise which was causing problems for vessels. The preferred option</p>	

<p><b>NPHC 09 cont.</b></p>	<p>was still for disposal at sea. In addition, a diver had recently removed 120 tyres from the harbour. The Harbour Master would be issuing a notice to mariners advising of the situation.</p> <p><b>Finances</b> – Update on financial position was not available due to manpower issues within the office.</p> <p><b>Market Upgrade</b> – The Harbour Master had received the report following the further survey of the existing fish market, which outlined several options but which confirmed that there were no safety concerns if refurbishment works commenced within the next five years. “In principle agreement” had been received from the MMO regarding the grant offer, subject to the results of the survey. JMCK asked if the grant offer was contingent on the outcome of the General Election on 8 June, and suggested that the offer should be confirmed in writing. The Harbour Master commented that he had been advised that any offer approved before Brexit would be honoured but he <b>AGREED</b> to seek written confirmation.</p> <p><b>RNLI</b> – Work on the new building would commence in the next six months, which would include the provision of new shower / toilet facilities for harbour users. The existing RNLI boathouse would be handed back to the harbour once the new building had been completed</p> <p><b>Newlyn Archive Admiralty Boathouse</b> – The Board was advised that the Harbour Master and Chairman had visited the archive, and confirmed that discussions would now commence on improvements to the main access to the harbour, the final design would be approved by the Board. It was also <b>AGREED</b> that there should be a link from the new harbour website the Newlyn Archive. The Chairman commented on the excellent work being undertaken by the archive volunteers and read out a letter of thanks to NPHC for the support given to the project.</p> <p><b>Sandy Cove</b> – LP reported that an engineering consultant had been engaged to produce initial design options by end May 2017. The designs would set out options for phased development, including indicative costed options around the RNLI shed maintaining the slipway, but with a view to increasing the number of sheds.</p> <p><b>Ministerial Visit</b> – The Board was advised that a ministerial visit by George Eustice MP, accompanied by Derek Thomas MP, was to take place on 13 May 2017. The Harbour Master commented that the MP’s were open to a discussion on EU funding, and had confirmed that any agreement would honoured provided it was compatible with the Government’s industrial strategy. The Harbour Master confirmed that he would be briefing both Derek Thomas and Andrew George in advance of the General Election. It was likely that there would be an additional high profile Ministerial visit in advance of the election which would be attended by the Chairman, Vice-Chairman and Harbour Master.</p>	<p><b>RP</b></p> <p><b>SW / RP</b></p> <p><b>RP</b></p>
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<p><b>NPHC 09 cont.</b></p>	<p><b>Landings</b> – The Harbour Master reported that there had been an increase in Scottish and Spanish vessels, as well Plymouth, Fowey and Bideford which was very encouraging. The Chairman commented that it was important that the Board made the best use of the increased landing dues, and that funds should be specifically invested in equipment for the harbour.</p>	
<p><b>NPHC 10</b></p>	<p><b><u>Exclusion of the Press and Public</u></b></p> <p>The meeting <b>RESOLVED</b> to exclude the press and public at this point in the proceedings as matters of a confidential and personal nature were to be discussed</p>	

**SUMMARY OF MATTERS CONSIDERED IN THE CONFIDENTIAL PART OF THE AGENDA OF THE MEETING OF THE NEWLYN PIER & HARBOUR COMMISSIONERS HELD ON 3 MAY 2017**

1. Minutes (Part 2) of the Meeting held on 1 March 2017

The minutes were approved by the Board.

2. Matters Arising

The were no matters arising from the minutes.

3. Harbour Master's Part 2 Report

The Board received the Harbour Master's report on confidential executive matters since the last meeting, which included financial, projects, operational and personnel matters, including a recommendation in respect of outstanding grievance. The Board also discussed the refurbishment of the fish market and future working practices, and approved a recommendation to engage an additional consultant on a 6-month contract to assist the Harbour Master in the delivery of harbour projects.

4. Chairman's Business

No business was raised.

5. Any Other Business

Purchase of pallet trucks, Auxis Software for purchasing platform and fishing gear on the pontoons were raised.

The meeting closed at 11.30 a.m.

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Chairman