

NEWLYN PIER AND HARBOUR COMMISSIONERS

MEETING OF THE COMMISSIONERS HELD AT 9.00 A.M. WEDNESDAY 7 MARCH 2012 AT THE NEWLYN CENTRE

In attendance: Gilbert McCabe (Chairman) (GMcC)
 Kevin Bennetts (KB)
 Glenn Caplin (GC) – Left the meeting at 12.15 p.m.
 Andrew Munson (AM)
 David Stevens (DS)
 Elizabeth Stevenson (ES)
 Rob Wing (RW)

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

	<u>PART A PUBLIC PARTICIPATION</u>	<u>ACTION</u>
	<p>Helen Burnham referred to the plastic cones which had been placed outside the Mission on the entrance to the harbour which she felt had a detrimental effect on the Newlyn conservation area.</p> <p>AM responded that it had been agreed at the last meeting that the temporary cones would remain in situ for a further month to evaluate their effectiveness, prior to permanent structures / railings being installed.</p> <p>However, a meeting was to be held with Cornwall Council’s Highways Manager on 8 March and he advised that following that meeting a decision would be taken. AM gave an assurance that any new installation would be sympathetic to the local environment.</p> <p>James Pascoe raised a number of problems relating to the lack of fish boxes, availability of functioning scales, pallet trucks and plastic pallets.</p> <p>AM stated that the lack of fish boxes was a major problem and resulted from merchants not returning boxes on time. An additional 500 small and large boxes had been ordered which were due to be delivered at the end of March.</p> <p>Regarding the scales, AM said that he was not aware of the problem. The harbour had a maintenance contract with Avery’s and AM agreed to look into the problem with a view to having the scales repaired.</p> <p>AM commented that problems with the pallet trucks should be reported to the harbour staff, and also acknowledged that there was a problem with insufficient plastic pallets on the harbour.</p>	

	<p>James Pascoe asked for his thanks to be passed on to Dave Osborne and Royden Paynter who had been extremely helpful and offered assistance when needed.</p> <p>James Pascoe also referred to the recent parking problems in the vicinity of the net lofts and asked it would be possible for a barrier to be installed. This would also help to reduce problems of fly tipping and theft by acting as an additional preventative measure. He commented that the tenants were happy to carry out the installation. The Board <u>raised no objection</u> to the installation of the barrier provided that emergency vehicular access was not restricted and AM confirmed that the harbour could assist with the purchase of materials.</p>	<p>AM</p> <p>AM</p>
	<u>PART B – MEETING OF THE COMMISSIONERS</u>	
NPHC 88	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Mike Collier MBE, Paul Corin, Rob Salvidge and Ray Tovey.</p>	
NPHC 89	<p><u>Declarations of Interest</u></p> <p>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, a businessman on the harbour and as member of the Local Advisory Committee of the Seaman’s Mission.</p> <p>AM declared a personal interest in any items on the agenda which related to staffing issues as an employee of the harbour, and in particular a prejudicial interest in relation to an item in the confidential part of the meeting regarding the retirement of the Harbour Master. AM agreed to withdraw from the meeting for consideration of this item.</p> <p>AM also declared a personal interest as member of the Local Advisory Committee of the Seaman’s Mission and as the Operations Manager of the RNLI.</p> <p>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, a businessman on the harbour and as member of the Local Advisory Committee of the Seaman’s Mission.</p> <p>ES declared a personal interest in any items on the agenda which referred to W Stevenson & Sons Ltd in connection with the harbour.</p> <p>RW 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.</p>	<p>AM</p>

<p>NPHC 90</p>	<p><u>Minutes</u></p> <p>RESOLVED : That the public Part 1 minutes of the meeting held on 1 February 2012, including the summary of matters considered in Part 2 be approved, and signed by the Chairman.</p>	<p>EB</p>
<p>NPHC 91</p>	<p><u>Matters Arising</u></p> <p>On minute no. NPHC 76/12, KB referred to the meeting with Mike Peters, Cornwall Council's Highway Manager to discuss the installation of bollards and asked that the temporary cones remained in place until a permanent solution had been agreed. AM reported that it had been confirmed that Cornwall Council was responsible for enforcing the double yellow lines as they had been included in the Traffic Regulation Order (TRO) 1999. Patrols were carried out by its Civil Enforcement Officers as Cornwall Council had taken over enforcement from the Police in 2008. MBC still patrolled the other areas not under the control of the TRO. AM confirmed that whatever new measures were introduced safe pedestrian access would be maintained.</p> <p>AM reported that the recent problems of vehicular access to the Mary Williams Pier and the lorry park were now under control.</p>	
<p>NPHC 92</p>	<p><u>Executive Report</u></p> <p>The Harbour Master gave his report on Executive Matters since the last meeting. (Copy appended to the signed minutes).</p> <p>AM also reported that he had a received a request from the RNLI regarding the installation of photovoltaic panels on the seaward side of their building. The Board of Commissioners consented to the installation of the panels provided that there were no changes to the conditions as set out in the agreed terms of the lease for the building.</p>	<p>AM</p>
<p>NPHC 93</p>	<p><u>Finance Report</u></p> <p>DH-R reported that unfortunately there had been a delay in the production of the final accounts for 2011 and that they would be brought to the next meeting on 4 April.</p> <p>DH-R reported that it was anticipated that the current year's surplus would not be quite as good as in the previous year due to increased costs in respect of harbour repairs and legal & professional costs. However, despite this the business would remain cash positive, and progress had also been in respect of debt collection.</p>	<p>DH-R</p>
<p>NPHC 94</p>	<p><u>Exclusion of the Press and Public</u></p> <p>The meeting RESOLVED 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 7 MARCH 2012

1. Minutes (Part 2) of the Meeting held on 1 February 2011

The minutes were approved by the Board.

2. Matters Arising

The Board received a number of updates relating to confidential staffing issues, debtors, new lease for the Cornish Ice Company and a various outstanding legal matters.

3. Finance Report

The Board received a confidential update on the current financial position of NPHC.

4. HR

Staffing matters were discussed as part of matters arising from the previous minutes.

5. Draft 2012 / 13 Budget & Cash Flow

The Board approved the draft budget & cash flow for 2012 / 2013.

6. Draft 2012 / 2013 Maintenance Investment Plan

Incorporated as part of the Budget 2012 / 2013.

7. Property Matters

The Board received an update on property matters including the introduction of a new "Newlyn Lease".

8. Cornish Ice Company – New Lease

Update provided as part of matters arising from the previous minutes.

9. Executive Report

The Board received the regular executive report on confidential matters relating to the harbour operation.

10. Draft Communications Strategy

This item was deferred for consideration until the next meeting.

11. Draft Strategy Document

This item was deferred for consideration until the next meeting.

12. Seaman's Mission Building

The Board received an update on discussion regarding the future of the Mission building.

13. Any Other Business

The Board discussed the re-appointment of Commissioners as a number of terms of office of existing Commissioners were due to expire on 30 May 2012, agreed a timescale for the delivery of strategy document to Cornwall Council to secure match funding to deliver a number of projects within the harbour eligible for EFF funding and were advised of changes to W Stevenson & Son which had come into effect on 1 March 2012.

14. Date of Next Meeting

To be held at 9.00 a.m. on Wednesday 4 April 2012 in the Newlyn Centre.

The meeting closed at 1.45 p.m.

Chairman

4 April 2012