

NEWLYN PIER AND HARBOUR COMMISSIONERS**MEETING OF THE ADVISORY BOARD HELD AT 5.00 P.M. ON WEDNESDAY 13 APRIL 2016 IN THE NEWLYN CENTRE, NEWLYN.**

In attendance: Father Keith Owen – Chairman, Community Leader (KO)
 Joe Clive – Merchants’ Sector (JC)
 Laurence Hartwell – Community Sector (LH)
 Cllr John Moreland – Penzance Town Council (JM)

Also in attendance: Rob Parsons, Harbour Master (RP)

AB.01	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Simon Cadman, Len Smith and Sam Winters.</p>	
AB.02	<p><u>Declarations of Interest</u></p> <p>None received.</p>	
AB.03	<p><u>Minutes</u></p> <p><u>RESOLVED:</u> That the minutes of the meeting of the Advisory Board held on 9 December 2015 be approved as an accurate record and signed by the Chairman.</p>	EB
AB.04	<p><u>Matter Arising</u></p> <p>LH requested an update on Fish Market improvements. RP commented that it formed part of his report.</p>	

<p>AB.05</p>	<p><u>Harbour Master's Report</u></p> <p>The AB received the Harbour's Master's report.</p> <p>Development Plan 2015 – 2020 – RP confirmed that the plan had been approved by the Board at its meeting in January 2016 and subsequently published on the NPHC website. RP reminded the AB that the Development Plan was purely a working document and, as such, should be regarded as only a guidance document. If further changes were made to the document by the Board, then an amended version of the plan would be published on the website. RP assured the AB that it would be advised of any amendments as the Board wished to ensure complete transparency.</p> <p>Chairman of the Board – RP advised the AB that Gilbert McCabe would be standing down as Chairman of the Board at the end of May and that Rob Wing, the current Vice-Chairman, had been re-appointed for a second term as a Commissioner and also appointed Chair-Elect with effect from 31 May 2016.</p> <p>Resignation of a Commissioner – The AB was advised that Elizabeth Stevenson had resigned as a Commissioner for personal reasons.</p> <p>The resulting vacancies would be the subject of a recruitment process in the coming months.</p> <p>Accounts Year Ended 31 March 2015 – RP presented the final accounts for the year ended 31 March 2015. RP commented that the increases had been due to the charges review, electrical upgrade and the proactive chasing of debtors, and that the surplus would be used to ensure that investment, via match funding, was available in order to improve the dilapidated harbour infrastructure through the projects as proposed in the Development Plan. The Year-end figures for 2016 would now be audited in June to be signed off no later than the September Board meeting.</p> <p>Operational Budget 2016 / 17 – RP explained that the budget was substantially a carry forward from the 2015 / 16 budget with two exceptions: significant reduction in the harbour's insurance premium and the removal of the water liability.</p> <p>Operations – RP reported on the increase in foreign vessel landings, that refurbishment of the the harbour launch had been completed and removal of the North Pier Crane.</p> <p>Port Marine Safety Code (PMSC) – RP provided the AB with an explanation of the PMSC by way of background information, and outlined the Commissioners responsibility, both individually and collectively, to ensure compliance. RP was currently working with the Commissioners to ensure that "duty roles" and responsibilities were clearly understood.</p>	<p>RP / EB</p>
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<p>AB.05 cont.</p>	<p>Projects:</p> <ol style="list-style-type: none"> 1. CCTV, Racking, Cranes application had been submitted to the MMO under EMFF grant funding. A final decision was awaited and would be passed to the Board and AB in due course. 2. Fish Market – Road Map and Specification stage. Discussions held with the MMO to understand potential constraints with regards to funding, intervention etc. Before any formal application was submitted requirements needed to be formalised to ensure a “fit for purpose” market facility. 3. Sandy Cove Growth Deal 3. LEP supportive. Working with Cornwall Council, Penzance Town Council and NPHC Board on the project development and potential areas of overlap with other local projects being considered, all in accordance with prescribed statute limitations. 4. Development Plan 2015 / 2020 published. Strategic Document was currently being drafted to coincide with new Chairmen in May 2016. <p>Fish Market – Work was currently being undertaken on zoning the fish market to make it more efficient, and to possibly create additional zones in order to more easily separate landed from discarded fish. Consideration was also being given to the possibility of fish boxes being electronically tagged to reduce the numbers being lost / stolen. LH asked why NPHC provided fish boxes when it did not run the fish market? RP commented that NPHC provided the infrastructure and that maintenance responsibility lay with the tendered auctioneer.</p>	
<p>AB.06</p>	<p><u>Any Other Business</u></p> <p>No matters were raised.</p>	
	<p>The meeting closed at 1815hrs</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Chairman</p> <p>7 December 2016</p>	