

NEWLYNPIER AND HARBOUR COMMISSIONERS (NPHC)

MEETING OF THE COMMISSIONERS HELD AT 14:30 HOURS ON WEDNESDAY 16TH MAY 2018 IN THE BOARDROOM AT NEWLYN FISH MARKET.

In attendance: Rob Wing (Chairman) (RW)
Mike Collier (Vice-Chairman) (MC)

Kevin Bennetts (KB)
Anthony Hosking (AH)
Sam Winters (SW)
Rob Parsons (RP)

	<u>PART A PUBLIC PARTICIPATION</u>	<u>ACTION</u>
	There was no public participation as no members of the public were present at the meeting.	
	<u>PART B – MEETING OF THE COMMISSIONERS</u> The Chairman opened the meeting by thanking everyone for attending and accepting the change of time. The Chairman suggested that future meetings of the Commissioners should be held at around 13:30 hours this was <u>AGREED</u> to by all present.	RP / EB
NPHC 01	<u>Apologies for Absence</u> There were apologies for absence from Paul Corin, John Thomas and Jim McKenna.	
NPHC 02	<u>Declarations of Interest</u> KB declared a personal interest in any items on the agenda in connection with the harbour as an owner of a business operating on the harbour. KB also declared an interest in item 7 on the agenda as Kelsall Steele was his business accountants. MC declared a personal interest in any items on the agenda as a pontoon user and trainer for Seafood Cornwall Training. 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. RP declared a personal interest in any items on the agenda relating to staffing matters as an employee of NPHC.	

	RW declared a personal interest in any items on the agenda in connection with the harbour as a fish merchant operating on the market, and a Trustee of the National Lobster Hatchery which was a tenant on the harbour.	
NPHC 03	<p><u>Minutes</u></p> <p><u>RESOLVED:</u> That the public (Part 1) minutes of the meeting held on 7th March 2018, including the summary of matters considered in Part 2, be approved and signed by the Chairman.</p>	EB

NPHC 04	<p><u>Matters arising from the public participation (Part 1) minutes of the meeting held on 7th March 2018</u></p> <p>Page 1: Post Office - RW informed the Commission that he had been contacted by Derek Thomas MP regarding the position of the Commission in matters relating to Newlyn Post Office. RW confirmed he had referred Mr Thomas to Rob Parsons. RP confirmed he had spoken to Mr Thomas and reiterated his comments minuted from the Commissioners meeting held on 7th March 2018.</p> <p><u>Matters arising from the minutes of Part B of the meeting held on 7th March 2018:</u></p> <p>Page 3: Admiralty Boathouse – RP informed the Commission that a quote had been obtained for repairs to the roof, a professional cleaning company had been engaged to clean the damp and mould, a heater had been purchased and a Dry Master, all within the financial tolerance given to the Harbour Master. RP confirmed he believed that these actions demonstrated due diligence by the Commission as landlords of the property.</p>	
----------------	--	--

NPHC 05	<p><u>Re-appointment of Commissioners</u></p> <p>Under Article 7 of the Newlyn Pier & Harbour Revision (HRO) (Constitution) Order 2010, the Board considered the re-appointment of the following Commissioners for a further three year term of office expiring on 30th May 2021:-</p> <ul style="list-style-type: none"> • Mike Collier – Re-appointment was proposed by RP and seconded by KB • Anthony Hosking – Re-appointment was proposed by RP and seconded by SW • <p>The Chairman thanked the Commissioners for their continued offers and acceptance of service.</p> <p><u>RESOLVED:</u> That, under Article 7 of the HRO (Constitution) Order 2010, the re-appointment of Mike Collier and Anthony Hosking for a further three year term of office expiring on 30 May 2021 be approved.</p>	EB
----------------	--	-----------

<p>NPHC 06</p>	<p><u>Appointment of Advisory Board Members</u></p> <p>The Board was asked to approve the appointment of the following members to the Advisory Board:-</p> <ul style="list-style-type: none"> • Colin May – Marine Management Organisation • Paul Durkin – Community (Chairman Pirates Rugby Club) • <p>RP proposed the appointments and outlined the function and benefits of the Advisory Board adding that these appointments would broaden public consultation. The board gave their unanimous agreement to the two appointments.</p> <p>RESOLVED: That the appointment of Colin may and Paul Durkin be approved.</p>	<p>EB</p>
<p>NPHC 07</p>	<p><u>Re-appointment of Auditors</u></p> <p>KB declared an interest with this item as Kelsall Steele being his business accountants.</p> <p>RP outlined some issues that had occurred with Kelsall Steele as the accountants during the previous accounting year, and also outlined some of the in-house changes that would be impacting on the level of need for accountants in the new accounting year. The Commission then RESOLVED to re-appoint Kelsall Steele as auditors to 31st May 2019 when it would be re-addressed.</p>	
<p>NPHC 08</p>	<p><u>Harbour Master's (Part 1) Report</u></p> <p>The Harbour Master presented the Board with his report on operational matters with the aid of a PowerPoint presentation, which included the following matters:-</p> <p>Port Marine Safety Code (PMSC) – The Harbour Master briefed the Board in their capacity as the duty holder by which they were both collectively and individually responsible. RP led a discussion regarding the possibility of inviting the designated person to attend Commissioners meetings, RP stated he would be happy to leave the room for them to deliver a report in the interests of transparency. RP went on to explain the importance of PMSC and its monitoring of ports. RP then explained the significance of NPHC becoming compliant with the PMSC following the PMSC audit in 2017 after being non-compliant for a previous number of years. RP outlined to the Board how the audits worked and the process from internal audits to the external checking audits.</p> <p>RP moved on to discuss relevant legislation points within the PMSC mainly towards the breaking up of vessels. The current vessel in the harbour that this legislation affected was the Sara Shaun; RP confirmed that all relevant correspondence and Harbour Masters Directions had been sent to the owners of the vessel WS&S Ltd.</p>	

<p>NPHC 08 cont.</p>	<p>RP explained the Marine Safety Management System and informed the Commission that the harbour's Navigational Aids had passed the MSM audit.</p> <p>Recent Incidents - RP's report continued with a run-down of all the recent notable incidents since the last Board meeting. RP showed the Board CCTV footage of a brake failure of a landing derek on Mary Williams Pier, a light head on collision between 2 pontoon based vessels and footage of a vessel tipping over towards the inner harbour. RP reassured the Commission that there had been no injuries or fatalities as a result of these incidents. This part of the presentation concluded with a discussion on the possibility of limiting public access to the working areas of the harbour; card only access barriers were discussed as a possibility, redirecting the public to South Pier was also suggested.</p> <p>Property – RP informed the Commissioners that he had received some concerns from DEFRA who were currently a tenant on the North Pier regarding the state of the unit they occupied; it was decided to try and encourage DEFRA to move to a unit on Sandy Cove when available. RP also informed the Commissioners that he had received the valuation report from Miller Commercial regarding Units 1 and 2 on the North Pier, previously MTS, the report estimated a cost of £10,000 to bring the units up to standard with electrical wiring and roofing. The Commissioners discussed the advantages of allowing Newline Chandlery to become a tenant of these units, coming to the conclusion that it would be good to have a Chandlery in the public realm area of the harbour and the works to make the unit right would make the entrance to the harbour more aesthetically pleasing. RP explained that he was conscious of the cost and level of spending and asked the Commission for a budget of £15K to complete the project, the Commission unanimously RESOLVED to approve a budget allocation of £15,000 to facilitate the repairs to Units 1 and 2 on the North Pier.</p> <p>Barons Square – RP informed the Commission of the intention to remove the concrete plinth and railings remaining in the area. RP proposed that a cobbled area with seating and possibly a future market stall area be installed. RW asked the Commission to carefully consider what was done with this area and that the matter should be the subject of a public consultation exercise to ensure it was done correctly. The Commissioners all responded positively to the ideas especially the idea of a Saturday Market for the inshore boats. RP suggested he should cost out the proposal so that it did not become a bottle neck for other projects. RW added the suggestion that the historical ports ethos was maintained throughout. It was AGREED that the area be renamed of Baron's Square.</p> <p>Projects – RP ran through all current projects; the new HIAB was due to be installed in the next fortnight, Phase 3 of the market upgrade was on target, Sandy Cove had been cleared and parking signs and charges had been applied, the RNLI project start date was currently set for July 18.</p>	<p>RP</p> <p>RP</p>
-----------------------------	--	---------------------

Newlyn Pier & Harbour Commissioners Meeting 16th May 2018

NPHC 08 cont.	<p>Branding – RP updated the Commission on the current status of the new website and showed a PowerPoint of the 3 different new Logo concepts, after an open table discussion it was decided that option 1 was favoured with some small alterations to the wording – change from “Newlyn Pier & Harbour Commissioners” to “Newlyn “Harbour”.</p> <p>British Ports Association – RP informed the Commission that BPA had elected NPHC to sit on their board and expressed his pride in being deemed fit to sit on board, RW thanked and congratulated RP on getting the Commission the seat.</p>	
NPHC 09	<p><u>Exclusion of the Press and Public</u></p> <p>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.</p>	