

NEWLYN PIER AND HARBOUR COMMISSIONERS (NPHC)

**MEETING OF THE COMMISSIONERS HELD AT 9.00 A.M. ON WEDNESDAY 24 JANUARY 2018
IN NEWLYN CENTRE.**

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

Kevin Bennetts (KB) – arrived at 9.10 a.m.
Anthony Hosking (AH)
Jim McKenna (JMCK)
Rob Parsons (RP)
John Thomas (JT)
Sam Winters (SW)

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

Other Attendees: Jilly Easterby (JE) – Curlew PR
Sarah Leverton (SL) – Fastnet Marketing

	<u>PART A PUBLIC PARTICIPATION</u>	<u>ACTION</u>
	There were no members of the public present.	
	<u>PART B – MEETING OF THE COMMISSIONERS</u>	
NPHC 56	<u>Apologies for Absence</u>	
	There was an apology for absence from Paul Corin.	
NPHC 57	<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.	
	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.	

<p>NPHC 57 CONT.</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, and a Trustee of the National Lobster Hatchery which was a tenant on the harbour.</p>	<p>EB</p>
<p>NPHC 58</p>	<p><u>Minutes</u></p> <p><u>RESOLVED:</u> That the public (Part 1) minutes of the meeting held on 1 November 2017, including the summary of matters considered in Part 2, be approved and signed by the Chairman.</p>	<p>EB</p>
<p>NPHC 59</p>	<p><u>Matters Arising</u></p> <p>Further to Katy Hill’s attendance at the last Board meeting regarding parking at Sandy Cove, the Harbour Master confirmed that he had met again with Ms Hill when he had again outlined the Commission’s position, and reiterated that the Commission had to date taken a benevolent attitude towards parking at Sandy Cove, and that when it was reopened it was likely that car parking charges would be introduced.</p>	
<p>NPHC 60</p>	<p><u>Introduction to Fastnet Marketing and Curlew Public Relations</u></p> <p>The Harbour Master introduced Jilly Easterby and Sarah Leverton who had respectively been appointed to act as a PR consultant and update the current website for Newlyn Pier & Harbour Commissioners (NPHC).</p> <p>JE gave the Board an overview of her professional background which included Head of PR at Falmouth University. Her role was to develop positive messaging for the harbour and to manage media and stakeholder enquiries and responses on a professional basis. In terms of communications, it was important to have a cohesive and consistent approach in order to develop a strategic communications policy. The Harbour Master commented that as part of the Port Marine Safety Code (PMSC) the harbour was required to review its Emergency Plan and that effective communication was an important element in that process.</p> <p>JMcK asked JE to outline her initial impressions. In response, she commented that there were some difficult issues to resolve, that NPHC was a forward thinking business but that there needed to be a balance between heritage / local history / local community and change and the challenge was for the harbour to communicate those issues in a positive way.</p> <p>The Chairman commented that the PR role was to assist in the front end management of the business and he welcomed Curlew PR’s engagement.</p>	

<p>NPHC 60 cont.</p>	<p>Sarah Leverton advised that Board that Fastnet Marketing was a specialist marine marketing agency and that she had previously worked for Falmouth Harbour Commissioners as its Communications Officer. SL outlined the scope of the project which was to refresh the brand design, working with JE develop the brand language (tone of voice) which would reflect the harbour’s future aims through the website and to build a new website that was informative and practical.</p> <p>Initial work had commenced on the new branding using the original 1886 harbour stamp as a starting point. The intention was that the new branding would be launched to coincide with the completion of the fish market refurbishment.</p> <p>The Chairman noted that there was further work to be undertaken on the creation of the new brand identity and that this would be brought back to a future meeting for approval.</p> <p>JMcK commented that the challenge was to produce a brand logo which reflected the harbour’s heritage but was also modern and fresh.</p> <p>The Harbour Master stated that the timing was right for the development of a new brand as it would form part of a new Harbour Revision Order, the process for which it was hoped would commence in 2018.</p> <p>In terms of the new website a review of the existing site was being undertaken and work had begun on the development of some of the visual aspects and content with the assistance of harbour staff. As to timescale, it was hoped that the new branding would be completed by end of March / beginning April with an initial soft launch, with a full launch in 2019.</p>	<p>RP</p>
<p>NPHC 61</p>	<p><u>Harbour Master’s (Part 1) Report</u></p> <p>The Harbour Master gave his monthly report on operational matters which included the following matters:-</p> <p>MCA Health Check – The Harbour Master reported that no non-compliances had been identified following the recent MCA health-check, although some enhancements were required. This was the first time in Newlyn’s history and reflected the improvements that were currently being made to the harbour operation and business. The Chairman, on behalf of the Board thanked the Harbour Master and his staff for this achievement.</p> <p>PMSC – The Board received details of two health & safety issues: the first related to damage to the three phase overhead power cables by a HIAB crane operator. The incident had been caught on CCTV and Wester Power Certification was awaited regarding the repairs. The second concerned an inebriated individual who had fallen into the harbour whilst trying to get on board a vessel from the quay. The</p>	

<p>NPHC 61 cont.</p>	<p>incident had been witnessed and the individual safely rescued. The authorities had been informed and an investigation carried out.</p> <p>Governance – Lucy Parsons had formally tendered her resignation from the Board on 1 December 2017.</p> <p>Advisory Board – a Further meeting of the Advisory Board had been held on 10 January 2018, which had been attended by the Vice-Chairman of the Board. The Board was advised that an informal joint meeting between the AB and the Board might be beneficial and it was suggested that this could take place to coincide with the completion of Phase 1 of the fish market refurbishment.</p> <p>Vessels – The William Stevenson had been removed from the harbour, discussions were continuing with W Stevenson & Sons Ltd (WS&S Ltd) regarding the removal of the Sara Shaun.</p> <p>Property – The green sheds (former Baron’s newsagent) were to be demolished on 5 February 2018. It was AGREED that editorial and photographs be sent to The Cornishman to mark the event. Sandy Cove – The Ocean Pride, the charity restoration project being undertaken by Patch Harvey, had begun. However, the vessel might have to be relocated if funding applications for Sandy Cove were successful. JMCK commented that Sandra Rothwell had recently resigned from her position of Chief Executive of the Local Enterprise Partnership and maybe be able to offer some additional assistance.</p> <p>Projects – The Harbour Master reported that he, the Chairman and Lucy Parsons had met with Adam Paynter, Leader Cornwall Council to discuss potential strategic projects and funding opportunities. JMCK stated that Cornwall Council had a £600m investment fund which might support eligible projects provided there was a proper management structure in place. The Harbour Master commented that the overriding strategy was to create permanent jobs which tied in with Cornwall Council’s strategies. The meeting had been positive and effective dialogue had commenced.</p> <p>RNLI – Work on the new boathouse was due to commence, together with a sewer diversion at the end of March 2018.</p> <p>Fish Market Update – A contingency fund of £100,000 had been agreed by the Board at its last meeting. As a consequence of Brexit and rising costs there had been some changes to the original project design such as the removal of the solar panels. Total cost of original project was £1.3m which was just above the MMO financial ceiling. However, the MMO had now raised its ceiling to £2m which would enable the harbour to seek additional enhancements for the project via further funding applications. A request was to be made for an additional £100,000 for which the harbour would, subject to approval, receive 75% intervention. In addition, the local community and artists were being encouraged to produce murals for the external walls to improve</p>	<p>RP / EB</p> <p>RP / EB</p> <p>RP / JE</p> <p>RP</p>
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NPHC 61 cont.	the aspect of the building facing The Strand. HIAB Crane – the new HIAB crane for the Mary Williams Pier was due to be installed, a fully remote controlled vehicle which had been funded from landing dues received from the Scottish and Belgian vessels.	
NPHC 62	<u>Exclusion of the Press and Public</u> 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	

SUMMARY OF MATTERS CONSIDERED IN THE CONFIDENTIAL PART OF THE AGENDA OF THE MEETING OF THE NEWLYN PIER & HARBOUR COMMISSIONERS HELD ON 24 JANUARY 2018

1. Minutes (Part 2) of the meeting held on 1 November 2017

The minutes were approved by the Board.

2. Matters Arising

There were no matters arising from the minutes.

3. Harbour Master's (Part 2) Report

The Board received the Harbour Master's bi-monthly report of confidential matters regarding staffing matters, projects including the fish market refurbishment and proposal for a second auctioneer on the market and other strategic projects under consideration including the Sandy Cove.

4. Chairman's Business

There were no matters raised.

5. Any Other Business

There were no matters raised.

The meeting closed at 11.04 a.m.

Chairman