

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

**MEETING OF THE COMMISSIONERS HELD AT 1.00 P.M. ON WEDNESDAY 4 JULY 2018 IN THE HARBOUR BOARD ROOM**

**In attendance:** Rob Wing (Chairman) (RW)  
 Mike Collier MBE (Vice-Chairman) (MC)  
  
 Paul Corin (PC)  
 Robert George (RG)  
 Anthony Hosking (AH)  
 Jim McKenna (JMCK)  
 Rob Parsons (RP)  
 James Roberts (JR)  
 John Thomas (JT) – arrived at 1.15 p.m.  
 Sam Winters (SW)

**Also in attendance:** Lucy Parsons, Programme Manager (LP)  
 Elaine Baker, Commission Administrator (EB)

<b><u>WELCOME TO NEW COMMISSIONERS</u></b>		
The Chairman, on behalf of the Board, welcomed Robert George and James Roberts to the Board.		
	<b><u>PART A PUBLIC PARTICIPATION</u></b>	<b><u>ACTION</u></b>
	No members of the public were present.	
	<b><u>PART B – MEETING OF THE COMMISSIONERS</u></b>	
<b>NPHC 14</b>	<b><u>Apologies for Absence</u></b>	
	An apology for absence was received from Kevin Bennetts.	
<b>NPHC 15</b>	<b><u>Declarations of Interest</u></b>	
	MC declared a personal interest in any items on the agenda as a pontoon user and trainer for Seafood Cornwall Training.	
	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.	
	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><b>NPHC 15 cont.</b></p>	<p>RP declared a personal interest in any items on the agenda relating to staffing matters as an employee of NPHC.</p> <p>JR declared a personal interest in any items on the agenda as a pontoon user and boat owner operating on the harbour.</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><b>EB</b></p>
<p><b>NPHC 16</b></p>	<p><b><u>Minutes</u></b></p> <p><b><u>RESOLVED:</u></b> That the public (Part 1) minutes of the meeting held on 16 May 2018, be approved and signed by the Chairman.</p>	<p><b>EB</b></p>
<p><b>NPHC 17</b></p>	<p><b><u>Matters Arising</u></b></p> <p>On min no. NPHC04/18 (Post Office), the Harbour Master reported that work was continuing on trying to introduce a new concession. As an interim measure a mobile Post Office had been established. An option being considered was to upgrade the small building adjacent to the Admiralty Boathouse into which a new Post Office could be relocated.</p>	
<p><b>NPHC 18</b></p>	<p><b><u>Harbour Master's (Part 1) Report</u></b></p> <p>The Harbour Master gave his monthly report on operational matters which included the following matters:-</p> <p><b>Port Marine Safety Code</b> – For the benefit of the new Commissioners the Board received a brief outline of the code which set safety standards for ports for the benefit of marine safety. Commissioners were reminded of their collective and individual responsibilities as “Duty Holder” and the role of the “Designated Person”, an external individual who checked compliance with code. The harbour had received its last compliance in March 2018.</p> <p><b>Property</b> – Indicative costs to refurbish the MTS building on the North Pier (formerly occupied by Mounts Bay Engineering) were presented to the Board. Quotes had been received circa £13K. An annual rent of £2,200 could potentially be achieved in its existing condition but would rise substantially if refurbished. Electrical certification was also underway. However, the Harbour Master was confident that costs could be reduced and was currently seeking further quotations. JMCK commented that John Moreland was a qualified landscape architect and offered to speak to him on the Board's behalf, regarding any assistance he could provide. <b>North Pier</b> - consideration was being given to the modularised refurbishment of the existing units. <b>Admiralty Boathouse</b> – the Board was advised that works were underway to repair the roof.</p>	

<p><b>NPHC 18 cont.</b></p>	<p><b>Green Tanks</b> – As NPHC had assumed responsibility for the tanks it was essential that works were commenced to clean, remove hazardous waste and cut up for scrap. Two quotations had been received from REDs at £13k inclusive of VAT and SW Environmental at £17k. It was <b>RESOLVED</b> that the quotation from REDs be accepted at £13,000 (inclusive of VAT) to enable works to commence without further delay.</p> <p><b>Projects</b> – installation of the <b>HIAB</b> had been completed and staff training had commenced. <b>Fish Market</b> – work on Phase 3 ongoing. <b>Branding</b> – The new harbour logo had been approved.</p> <p><b>British Ports Authority (BPA)</b>– The Harbour Master had been elected to the BPA Council and referred to the minutes of the last meeting held on 13 June 2018 which had been previously circulated to all Commissioners for information. The main topics of discussion included Marine Conservation Zones, SSSI's, situation post Brexit (new fisheries regime was underway with DEFRA, cross border trade and taxation) and potential for a new customs wharf at Newlyn which would require approval. It was concerning that the new EU Port Services Regulation was still anticipated to come into force on 24 March 2019. Of particular importance was the introduction of Port Development &amp; Enterprise Zones; this enabled the designation of UK ports which would provide favourable licencing, business tax and planning opportunities to encourage regional and coastal development. The Board was advised that both Falmouth and Hayle harbours had such designation and that in such areas new units would be exempt from business rates for the first 5 years. This would fit in with the harbour's programme development plans. RP sought the Board's approval to take forward this initiative. <b>RESOLVED</b> that authority is delegated to the Harbour Master to proceed with negotiations in respect of Port Development &amp; Enterprise designation for Newlyn Harbour, and to provide the Board with updates on progress. The Board was also advised that there were still concerns over the process for marine licencing. It was also <b>AGREED</b> that Newlyn Harbour would become an active participant in port skill &amp; safety, PMSC and HSE training and Maritime leadership &amp; Development courses.</p>	<p><b>RP</b></p> <p><b>RP / LP</b></p> <p><b>RP</b></p>
<p><b>NPHC 19</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 4 JULY 2018**

1. Minutes (Part 2) of the meeting held on 16 May 2018

The minutes were approved by the Board.

2. Matters Arising

Confirmation that no pest control measures on the fish market would be introduced during the breeding season.

3. Programme Update

The Board received an update on the progress of major harbour projects such as The Strand, Canner Slipway and Sandy Cove and ERDF funding application timetable. The Board also approved a recommendation to proceed with the submission of a detailed application to ERDF in respect of a £6.1m bid to support projects. The Board also agreed to establish a working group of Commissioners to oversee the development of the bid.

4. Harbour Master's (Part 2) Report

The Board received the Harbour Master's bi-monthly report of confidential matters including recent incidents on the harbour and potential restriction of public access to certain areas within the harbour. Progress on the fish market refurbishment and an additional two storey extension, update on the harbour development programme and EMFF funding programme, second auctioneer's licence and an ongoing staffing issue.

5. Chairman's Business

There were no matters raised.

6. Any Other Business

It was agreed that the next meeting of the Board would be held at 1.00 p.m. on 19 September in the Harbour Board Room.

The meeting closed at 15.41 hrs

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Chairman