**In attendance:**

Paul Durkin (PD) Chair

Tony Pearce (TP)

Simon Cadman (SC)

Nick Downing (NDo)

Nigel Davis (NDa)

Laurence Hartwell (LH)

Invited newly elected members of the Advisory Board (to take effect from 1 January 2024

Janette Radcliffe (JR); Jerry Drew (JD); Julian Harvey (JH); John Brooks (JB)

Invited Commissioners in an advisory capacity:

Rob Wing (RW); Nick Howell (NH); Cllr. Peter Channon (PC)

PD welcomed the newly elected members of the AB and each introduced themselves.

As Newlyn Harbour Lights switch-on was that evening, PD advised that the meeting had to end by 4.00pm at the latest to prepare the room.

As it was the last meeting before Christmas, port and mince pies were provided.

**1. Apologies** received from: John Lambourn; Sue Bosworth; Richard Adams; David Stephens; Tom McClure

**2.** **Declarations of Interest:**

None.

**3. Minutes of last meeting**

The minutes of the meeting on 17th November 2023, were approved and signed by the Chair. PD thanked John Lambourn for chairing and providing the minutes for that meeting.

**4.****Matters arising:** To consider any matters arising from the minutes not elsewhere on the Agenda.

*Market*

The commissioners in attendance explained the current position of granting a license and that it was hoped to be concluded by the end of January.

**5. Update on Commissioners Meetings**

*Risk Report*

Details of the Risk Report and External Audit were shared. A significant conversation took place over various lighting issues, waste disposal and compliance with Port Marine Safety.

TP raised concerns over safety unless all the piers were closed to the public. All recognised that this would be difficult to achieve given community expectations and historic interest in the South Pier. RW explained that these matters were being considered – see below under *Safety*. It was suggested that this should be referred to the Strategic Committee.

*Bollards*

The commissioners supported the purchase of new bollards and authorised an expenditure of £10,000.

*Oil Spill Exercise*

The tier 2 Oil spill incident management exercise was a success.

*Incidents*

One reportable incident involving a grounding, no damage or pollution.

*Safety*

A new Standard Operating Procedure involving trawl beams has been drafted due to multiple incidents.

*Ice Plant*

It was unanimously agreed that a formal lease will be issued to the Cornish Ice Company to support the purchase of an additional Ice plant. Equipment will need to be moved to accommodate the new plant; conversations will take place with stakeholders who use the bins to find a suitable location.

*Parking*

It was reiterated that the commissioners previously agreed to give priority to fisherman. It was concluded that an in-depth assessment of the carpark will take place before any changes are implemented.

*Fisherman’s Rest*

It was agreed that a lease will be issued to the current occupant.

**6. Harbour Strategic Planning**

It was agreed that ALL members would follow up on the original concepts with stakeholders. A deadline of the end of February 2024 was set for feedback. Newly elected members would also be involved in this process. JB volunteered that he look at the deep water fleet and will be introduced to David Stephens and Antony Hosking for liaison. JH volunteered to follow up with his clients on inshore/shellfish. PD to send the feedback to all members.

**8. AOB**

*Coombe Car Park*

NH reported that a grant for a survey may be available from the Council which should be agreed by the end of February 2024

The meeting ended at 3.45pm.

The next meeting will be held on Friday 19th January 2024 at 2.30pm.