

MEETING OF THE PADSTOW HARBOUR COMMISSIONERS 12/16

HELD AT THE PADSTOW HARBOUR OFFICE

ON THURSDAY 15th DECEMBER 2016 AT 7.00PM

Present: Mr D Martin, Mr C Toogood, Mr G Saunders, Capt R Atkinson, Mr S Summers, Mr M Stacey, Mr W Jago, Mr B Murt

Apologies: Mr W Chown, Mr M England

In Attendance: Mrs N Dyer (Assistant Administrator), Mr D Lockwood, Mrs P Hicks (secretary), Mrs T Evans

To Take Information and Comments from Any Members of the Public Present:

Mrs T Evans, PATA had sent a letter to the Commissioners, HM read the letter to them. Mrs Evans thanked the Commissioners and staff, and asked permission for the 2017 festival - dates 7th - 10th December 2017. Mrs Evans also asked for extra time in clearing the car park, she would like to extend the time to 15.00hrs on the Tuesday. There was a general discussion - HM said that it was a credit to Mrs Evans that the festival was so successful but in his opinion, the event had grown too large for the site and it was this that had caused problems with clearing the site. HM felt disappointed that there appeared to have been no attempt to clear the site by the Monday midnight deadline which the Commissioners had agreed upon. BM asked if the stall holders could have time slots to bring their stuff into the marquee. GS said that perhaps more volunteers needed to help organise.

DM said that the Commissioners would discuss the request 'in committee' and inform Mrs Evans of the result.

Invoices and Payments for the period ending 12.12.16

Invoices totaling £96,397.88 had been paid for the period 15th November to 12th December 2016.

WJ declared an interest.

BM asked about the services of Mr P Haddock (Health & Safety Representative) over the Padstow Christmas Festival - HM said that this cost was passed onto PATA.

DM inquired about the stopped cheque fee - ND said that a

replacement cheque had been sent regarding a mooring rebate.

WJ commented on the amount of the electricity charge for the tidal gate – informed that this bill includes quayside lighting as well.

DM asked if the Broadband charge was quarterly - ND said that it was.

BM asked about the amount for lubricant oil for the Mannin - HM replied that this was to replace stern tube oil removed as part of the Dry Docking – Tom’s yard would reimburse.

DM inquired if the workboat Mowgli had passed its annual examination - HM reassured him that it had.

DM said that the amount for the inspection survey by JGP was a little high - HM said that it included a laser survey of the Inner Harbour walls but as yet; he had not had the report back.

SS commented on the amount for Refrigeration South West for the air conditioning annual contract - HM said that they come twice a year and maintain the external and internal units and are very good for breakdown coverage. Although AC may appear to be a ‘luxury’, the building has no windows and in the summertime, conditions are unworkable for staff without some ventilation.

Approval of Minutes
11/16

HM said that there was one error in the "Commissioners Attending" Mr M Hewitt should be replaced by Mr W Chown.

The minutes were then approved by SS and seconded by MS.

Matters Arising
from Meeting
11/16

RINGO – ND / HM had set up an agreement with RINGO and the South Quay Car Park should go live in January/February. The Commissioners asked if any equipment was needed, HM said that apart from signage, there was no additional equipment needed for the set up, just a one off fee. Users of the system paid a small ‘per transaction’ charge which was recovered by RINGO from the harbour account. ND had looked at many payment clearing services, however it had been decided by HM / ND that all were of a similar cost and using RINGO’s own service made sense. CT commented that it would be good to see how many people use this service.

NQCP - HM asked the Commissioners if they had had any more thoughts regarding the NQCP spaces. The Commissioners agreed that if customers were ‘sub letting’ the spaces it was wrong but felt that this would be very difficult to prove.

Decided to leave it as is for the moment.

AS Parking – Following up on complaints made at the last meeting. HM felt that all companies offering a 'parking enforcement' service would be unpopular and attract criticism, the question was were AS operating to approved procedures and were they any more 'unfair' than any other company. Their procedures were approved by a trade body and, in HM's opinion; their standards were no different to other such companies and councils. Although they may be much 'harsher' than PHC had ever been with parking enforcement, PHC's ability to police their own car parks had been effectively removed when the government changed the rules on who could have access to the DVLA database some 4 years ago. Commissioners decided that they did not want to make any changes to their parking enforcement but in view of the number of complaints received they may, in future, ask AS to send a representative to one of their meetings to discuss these issues.

Financial Briefing

Mrs N Dyer had prepared a financial report for the Commissioners.

Harbour Dues - below budget for November.

Dredger Contracts - the favourable variance is due to the increase in the regular Teignmouth Dredge Contract.

Harbour Maintenance - the significant expenditure was due to the Inner Harbour Wall inspection and the plastic covering for the wooden piles in the Inner Quay.

Ferry - Income for November was down by 7.3%, but for the 11 months to the end of November the income is up by 2.4% compared to the same period last year.

Car parks - Income for November is on target, and for the 11 months to the end of November the income is down by 1.6%.

PHC profit is still quite high but should fall in December; DM said that the crane pad is on hold till next year and the RQCP extension; he also commented that the aged debtors figures were considerably reduced.

Correspondence

Mr J Sleeman, Cornwall Council - writes regarding the Surrender of Lease for the South Quay Toilets. The draft has been passed onto Mr D Sidebottom to be approved. The Commissioners are happy to sign and say yes.

Ms L Sampson, DAC Beachcroft Solicitors - "In Committee"

Mr P Banks, Padstow School - writes about sailing lessons for the children at Padstow School and asks if PHC would continue to subsidise them for 2017. It was proposed by SS and seconded by HM - all in favour.

12/16/01

DM asked if CEYS still offered sailing lessons - MS said that they were still going but had now returned to funding initial sailing lessons rather than owning and operating the boats. The boats were now mostly operated by the sailing club and HM was instructed to write to the club formally setting out the terms for their use.

Mrs T Evans, PATA - already covered.

Port Administrators Business

HM gave the Commissioners the sad news regarding retired Harbour Master Trevor Platt who sadly passed away. The funeral was on Friday 23rd December at 4.30pm at Bodmin Crematorium. HM said that the office would close at 2.30pm in order to allow office and harbour staff to attend.

BT II DSM Audit - The ferry had passed the MCA Domestic Safety Management system audit with just a few small amendments needed to the manual to reflect operational procedures.

BT I – DHM had suggested that if PHC were going to keep BT1 ferry running for the foreseeable future, now might be the time to replace the Hamilton Jet Drive units. DHM had a price from Chapman and Hewitt which will be discussed "in Committee". HM said that both ferries are in regular use in the summer and if both ferries are used simultaneously, there are 2 crew on each ferry with the number of passengers cut to 50. This gives a safety margin and also allows the crewmember time to get around the fares having completed the loading / unloading operations. This system seems to work well and in HM's opinion, reduced the priority for a newer 100 passenger ferry which had been talked about.

Ratable Value - HM had been in contact with Millers commercial regarding them appealing our case over the drastic increase in ratable value. Millers have said that not a lot can be done at the moment as the government is still trying to finalise the appeals procedure. HM to write a letter to the valuation office to ask why the rates have gone up so much for Padstow Harbour

Car Park Machine Theft - A car park machine had been taken by thieves from the RQCP, they used a petrol saw to cut through the machine and remove the whole unit including the cash box. The Commissioners suggested different ways that this

could be avoided, like building a wall behind the machine or a steel plate. HM told the Commissioners that it had been reported to the police and that PHC had a crime number to make an insurance claim but that it would be costly and time consuming to replace.

Justin Stevens, SPS - plans drawn up by Mr Stevens were passed round the Commissioners; these plans are for the South Quay toilets, for which Cornwall Council wish to surrender the lease to PHC. The Commissioners discussed the plans and found them to their liking; the only thing they would change is the entrance to the side as this would be better. The plans take away the motorcycle parking at the car park entrance but it was suggested this could be relocated by the tidal gate. SS said that he would like to take the plans home to look at and come back at the next meeting. DM asked if this could happen before summer and CT asked if PHC would need planning permission for a change of use. HM instructed to go back to Justin Stephens with these queries.

Port Marine Safety Code

There had been an incident on 4th December 2016 at Polzeath where a lady had sadly lost her life and been found in the estuary waters. PHC were not involved and the matter was not related to activities under PHC's control, HM was just informing the Commissioners.

Ice Plant – Risk assessment had identified a potential risk with the raised rake when cleaning the ice plant. This rake is held up by two galvanised wires – if one of these wires broke with personnel in the box, the heavy steel rake would fall onto them. HM had spoken with KTI who simply say when the wires should be checked. RSW have now put the inspection of the wires on their maintenance list. RSW and harbour staff have come up with a solution as to how the rake can be locked in position with chain from outside of the box – to be implemented as soon as possible next year. In the meantime, the box will be cleaned as best as it can be with the rake in the lowered position.

Items for discussion

One item to be discussed "in committee"

Date of Next Meeting

The next meeting will be held on Thursday 19th January 2017 at 7.00 pm in the Padstow Harbour Office.

There being no further business, the meeting went into "In Committee"

There being no further business the meeting closed at 21.50hrs

