

MEETING OF THE PADSTOW HARBOUR COMMISSIONERS 04/16

HELD AT THE PADSTOW HARBOUR OFFICE

ON THURSDAY 21st APRIL 2016 AT 7.00PM

- Present:** Mr D Martin, Chairman, Capt R Atkinson, Harbour Master, Mr W Jago, Mr M England, Mr G Saunders, Mr W Chown, Mr B Murt.
- Apologies:** Mr S Summers
- In Attendance:** Mrs N Dyer (Assistant Administrator), Mr D Lockwood, Mr P O'Neill & Mr A Hoskin (Commercial Speedboat Operators).
- Election of Chairman:** Rob Atkinson (Harbour Master) opened the meeting and asked for nominations for Chairman for 2016/17. It was proposed by Commissioner Jago, seconded by Commissioner Saunders and CARRIED that Commissioner Martin be elected as Chairman for the coming twelve months. Commissioner Martin confirmed his willingness to serve, thanked everyone for their continued support and took the Chair.
- HM asked for nominations for Deputy Chairman. It was proposed by Commissioner Jago, seconded by Commissioner Murt and CARRIED that Commissioner England be elected as Deputy Chairman.
- To Take Information and Comments from Any Members of the Public Present:** None at this meeting.
- Invoices and Payments for the period ending 18th April 2016** From 10th March to 18th April 2016 invoices totaling £202,009.98 had been paid.
- WJ declared an interest.
- BM commented on the payment to Alverton Practice. HM explained that this was for a medical referee for a Boatman's Licence application - a box had been ticked on the applicant's form which had prompted a medical assessment by a doctor. The cost of the medical had been passed on to the applicant.

DM commented on the TV Licence renewal fee. HM replied that there is a TV in the Berthing Masters Office used mainly for weather forecasts. HM stressed that as long as the facility is not abused he is happy for it to remain.

DM noted the payment to West Cornwall Construction for the new store / extension. He asked if this was the final payment and if there was a retention fee. HM replied that this was not the final invoice.

DM commented on the purchase of the portable Wi-Fi router and remarked that the associated running cost could be high. HM explained that we had been experiencing Wi-Fi connectivity issues and this equipment had been purchased as a possible solution. It is hoped that PHC can obtain superfast broadband which will hopefully improve reliability.

Approval of Minutes
03/16

On Page 2 - 2nd paragraph DM asked for the wording 'Plymouth Echo' to be substituted with 'Evening Herald'.

On Page 1 – last paragraph - ME wanted it included that – '*In J Hewitt's opinion the presence of PHC's solicitor at the meeting 07/15 might have influenced the Commissioners' decision more towards safety than business reasons*'.

With these amendments the Minutes were passed as a true and accurate record of the meeting and were approved by WJ and seconded by GS.

Matters Arising
from Meeting
03/16

Store Extension – HM advised on the progress of the building to date and confirmed that it was nearing completion. Awaiting installation of the steps up to the first floor and Western Power to connect the new electricity supply.

Waterfront Building at Rock – Quotes on hand for the doors. To be discussed 'In Committee'

Capital Improvements – Tax Allowances – Bennett, Jones & Co had come back to us having researched PHC's query from the last meeting. Both projects 'Dry Out Grid' and 'Crane Pad' qualify for plant & machinery allowances and therefore can be claimed under the AIA rules. For the current year the limit is set at £200,000.

Dry Out Grid – Awaiting John Grimes Partnership to come back with an estimate of costs. HM is hopeful that there could be grant funding available for this project from the MMO. If grant funding is successful it is anticipated that this project will commence next spring / summer. To progress.

John Grimes Partnership – Proposed ‘Crane Pad’ on the South Quay – Plans are currently being drawn up by JGP for the ‘crane pad’ and should be available shortly. JGP envisage driving in 100 piles to support a 200 tonne crane – the feet of the crane will need to sit within a certain distance from a pile to ensure a safe working load. HM stressed the importance of issuing a ‘Permit to Crane’ and the need for control on PHC land. As PHC don’t have any plans of the South Dock Wall structure initial investigation costs will be necessary to undertake trial holes to ascertain the depth for piling and the condition below the ground.

A discussion ensued on the number of piles required and the effect this would have on the cost of the project. It was noted that the use of this facility will be infrequent and it won’t generate any additional income for PHC. It was agreed to await the plans from JGP and put these out to tender to ascertain the project cost and feasibility. Furthermore, it was agreed that:-

- (a) HM seek grant funding for this project
- (b) If the cost is prohibitive the Commissioners consider reducing the load to support a smaller crane
- (c) If the cost is prohibitive PHC engage another Structural Engineer to draw up a second plan.

It is anticipated that this project will commence Winter 2016 should the Commissioners decide to proceed. It was noted that the boatshed has a crane / winch suitable for lifting boats should the project not go ahead.

Cornwall Council – South Quay Toilet Block – The public conveniences will remain open until such time as the new PTC Public Conveniences are completed. HM advised that he had replied to Mr Benny informing that the Commissioners were not willing to change the lease. Nothing further has been heard on the matter but HM has received an email response informing Mr Benny no longer works for the Council.

Financial Briefing

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

Harbour Dues and Mooring Fees – was higher than budgeted for the month of March. A change of procedure was noted for billing Rock Holiday Moorings – a Proforma invoice is issued which is converted to a true invoice once payment is received. As customers often change their dates this will save a lot of time.

Ferry / Car Park income – was higher than budgeted for March due to Easter having fallen earlier this year.

Signing of Accounts

ND informed PHC that Phillips Frith were satisfied to approve the

accounts as proposed. Chairman approved and signed the accounts.

Phillips Frith had raised one internal audit finding relating to the PayPal account which was a requirement for taking online payments via the Harbour Assist system. PHC noted the contents of this letter and were happy with the current controls in place and recommendations put forward by Phillips Frith.

A discussion ensued regarding PayPal fees. HM said that we had negotiated as low of a fee as possible, however, it was dependent on how much money PayPal processed each month. It was noted that even though this payment option is a bit more expensive it is much more efficient. To monitor.

Correspondence

Mr T Heslop, MCA – writes to confirm the formal agreement with PHC as a Competent Authority to continue issuing / renewing Boatman Licences from the Port of Padstow. HM refreshed the Commissioners on the background of PHC's licensing agreement with the MCA and said that this letter had not given authority for PHC to issue / renew Licences pertaining to other ports where boatmen currently hold a PHC Licence. HM has contacted the MCA and is awaiting a response.

Iron's Bros Ltd – Quotation for Railings around the Harbour – Quote on hand for extra railings on North Quay around Langfords Steps. To be discussed ' In Committee'

PS Counter Windows Ltd – Quotation for Doors – Rock Activity Centre – Quote on hand for doors. To be discussed ' In Committee'

Maritime Designs Services Ltd – Black Tor Ferries – Enclose a copy of a Lightweight Survey and Buoyancy Test report for both ferries. This is a requirement every 5 years and both ferries have passed. The report has been submitted to the MCA for approval.

N Hall – Fly Tipping – Various emails have been exchanged between HM and N Hall on this subject and our solicitor has a solution to deter fly-tipping on PHC land. HM explained that he had looked on the EA website for the protocol on fly tipping; for small amounts you need to report to your local council, however, the local council will only investigate fly tipping on public land and not private land. Moving forward, when the byelaws are next reviewed a new Byelaw covering fly-tipping will be added.

Port Administrators Business

Aerial Photographs – HM handed out aerial photographs of the channel for the Commissioners perusal. HM praised John Watts for an excellent job and informed the Commissioners that he only asks for a small contribution towards his expenses in putting

the CD together and a donation to the Cornwall Air Ambulance. The Commissioners agreed that he did an excellent job and were very grateful. HM enquired which Commissioners wanted print outs (DM, GS, WJ, ME, BM)

Proposed New Pontoon System for South Dock - HM advised that a site meeting had been held with the fishermen which had been well attended. HM handed out a sketched plan of the proposals. If this new system is installed Brian Bate would be required to move off the wall and leave the first berth clear to give everyone access to the 500 kilo davit. Brian would be allocated a new berth on the pontoon system. The other two davits would overhang the pontoon system and PHC would put in trolleys and trucks to load the bait. The boats would be kept closer together but everyone would have access to all the davits. HM advised that there were three companies who can supply these pontoons and he had sent out drawings with a few brief notes and photos inviting them to visit and submit a quote. Once he gets costs in he can seek grant funding and if the project looks feasible report back to a future board meeting for approval to move the project forward.

RQCP Proposed Extension – Permissive Footpath – HM reported that there had been a delay with Cornwall Council who in turn had been awaiting a response from the Countryside Access Team. They have since responded and objected on technicalities to do with how the paths are illustrated on the map. HM informed the Commissioners that this issue can be resolved and the next stage is obtain the approval of the Duchy of Cornwall in order to reroute the new public rights of way which will run over their land.

Rock Activity Centre – HM has asked the Duchy of Cornwall for permission to reclad the Rock Activity building with fibre cement board. Awaiting a response.

Vanstones – Resurfacing of the fishermens car park is now complete.

Harbour Office – Proposal to Extend Upwards – HM commented on the size of the meeting room and the need for a larger room to accommodate members of the public more comfortably. He suggested that the Commissioners look into going up a level and design a new meeting room. HM was of the opinion that planning permission would not be required and PHC would qualify for a Lawful Development Certificate. It was agreed by all present that HM instruct an architect to design and sketch an artist's impression.

Commissioners' Election – HM advised that the two casual vacancies for Rock had been advertised. To date two applications have been received. The closing date for applications is 29th April. If another application is received an election will be held on 14th May.

PMSC

HM informed the Commissioners that the new RHIB Patrol Officer had taken up his position. He has undertaken his RYA Powerboat and Ski Boat Driver Award (SBDA) training and has also been given guidance by another experienced member of staff. HM advised that cover has been arranged for his day off so there will be a visible presence afloat seven days per week throughout the summer this year.

HM advised that a revised version of the Port Marine Safety Code (PMSC) is out in draft form. It does not create new legal duties for harbour authorities but lays out the '10 Commandments' as they are called and relaxes the burdensome criteria for appointing a 'designated person' who is independent from the harbour.

Training Duty Holders – HM informed PHC that this topic was discussed at the most recent SWRPA meeting. As the BPA have all the resources the SWRPA will be asking them to put together a two hour power point presentation as a training aid / induction for duty holders. The Chairman had previously approached IDG Maritime who offered a four day training course to enquire if they could run a one day course but nothing had been heard. HM and Chairman attended the UKHMA meeting and met by chance Peter Bingham, IDG Maritime. He explained that he had been abroad working but was keen to develop a day course in a central location for duty holders from all over Cornwall to join in.

Incident Report – HM informed PHC of a near miss incident between a rowing gig and the ferry. The rowing gig went into the main channel and did not give way to the ferry which is bad seamanship. HM to investigate further.

Items for Discussion

'Thanks Mike' - May Ball – This is to be held on Saturday, 28th May 2016, 6.30pm for 7.00 p.m. HM requested Commissioners menu choices and confirmation of who was attending.

Commissioner Jago reported that the car park machine at Rock was out of order. HM confirmed that the fault had been attended to that day, however, call out times were taking much longer and the service was not as good. He mentioned that there are two machines in the Rock car park and it is unusual for both to be out of order at the same time.

Commissioner Saunders reported that the three posts were still missing on the “Swans Nest” at Wadebridge. He had raised this at a previous meeting 07/15 and had been informed that the DHM was looking at the possibility of taking Mowgli up to Wadebridge to dig new posts in and put cardinal marks on it. HM advised that this was on the list to do but other jobs had taken priority.

Commissioner Martin brought up that Commissioners’ Quay could do with weeding.

Commissioner Chown – Raised that at a previous meeting it had been requested a sign be put on the newly rebuilt wall at Bradfords Quay to warn mariners of a possible underwater obstruction posed by the corner of the wall at certain states of tide – this sign had not been put up. HM had written and requested that Gynn Construction do this, but it hasn’t happened. HM to contact them again.

Date of Next Meeting

The next meeting will be held on Thursday 19th May 2016 at 7.00 pm in the Padstow Harbour Office.

The meeting went “In Committee” at 08:30 hours.

There being no further business the meeting closed at 2146 hours.