

CONSULTATIVE COMMITTEE MEETING MINUTES

Tuesday 12th October 2021

2.00 pm at Flushing Sailing Club



FALMOUTH
HARBOUR

UK's Atlantic gateway.

Attendees:

Neil Andrew, Chair	NA
Barry Buist, Falmouth Haven Manager	BB
Miles Carden, CEO	CEO
Adrian Davis, Falmouth Harbour Commissioner	AD
Don Garman	DG
David Owens	DO
Vicki Spooner	VS
Kathryn Smith, Clerk	KS

Governance

1. Apologies

Richard Jeffery	RJ
Nick Lewis	NL
Mat Spencer	MS

- This means that the committee is not quorate so will be unable to make any binding decisions. All agreed to continue with the meeting.

2. Declarations of Interest

- No declarations of interest.

3. Approval of Minutes of the Meeting held on 6th July 2021

- The minutes from the previous meeting were tabled and were approved by those present. Approval will be sought via email for those members not present.

4. Matters Arising

- CEO went through the Matters Arising. The Committee agreed that all Matters Arising were captured.

Reports

5a. Minutes of FHC Board Meetings: July to October 2021

- Agreed to use the file sharing capabilities of Teams for distribution of the minutes and papers from the Board meetings.
- This agenda item is for members to comment on. It is background information and there is no obligation to comment.
- Risks - Major pollution incident is not shown as a red risk. CEO explained that the mitigations in place reduce the risk to amber. The committee would like to see the risk register. CEO explained how risks are regularly reviewed.

ACTION: Circulate Risk Register to Consultative Committee (CC).

- The access gate to the marina is not secure enough and people are going around the side of the gate. BB reported Falmouth Haven (FH) are aware of this and are reviewing options.
- Swimmers in the Harbour – there is a high risk of being hit by a boat as they often swim alone and are not very visible in the water. CEO explained that we are looking at the HRO and bye laws which will help police this. The changes to the Harbour Master team allows for an increased presence on the water to monitor this. Sally is looking at a broader strategy around swimmers including:
 - Liaising with local swimming groups.
 - Providing branded kill cords to give to anyone with a defective kill cord.
 - Possibility of a safe swimming zone.
 - Highly visible swimming caps to give away.

ACTION: Sally to present a paper on her swimmers strategy at the January 2022 meeting.

- It was noted that navigation marks can be confusing to novice sailors. For example, the water ski area buoys are not clear enough.
- Sail racing and gigs are well regulated but paddleboarders and swimmers are not regulated and often don't want to be.
- Awareness of harbour bye laws needs to be raised and presented in everyday language. This could then be sent out with the invoices to FH customers and to local sailing clubs for inclusion in their handbooks.

5b. Stakeholder Engagement Panel Minutes from Meeting on 4th October 2021

- No comments.

5c. Members Update

- Recruitment of new members is needed due to the recent resignation of two members. Important to recruit members who will be of use to the board. So need to target areas where the board needs input these include the environment, an interest in diving and/or leisure fishing.
- CEO has drafted an advert.
- Advert to be placed before the December meeting via social media.

ACTION: NA to send draft advert to other CC members for comment.

5d. CEO Update

- Previous CEO reports previously distributed.
- As these are informative they could be circulated more widely and available in the public domain. Sailing clubs could link to these updates in their own newsletters. May need small amendments. Louise Midgley may be able to help.
- This will help with stakeholder engagement.
- As some supply costs have increased we will need to increase our charges.
- Cruise bookings for next year are looking similar to this year. We have joined Cruise Britain to help raise our profile. We are hoping for a better working relationship with A&P on cruise visits. Feedback from Saga and Viking is that Falmouth gives a warm welcome to the cruise ships.

- Coastal shipping seminar details how it is cheaper to move freight by water rather than road. The ability to affect this is largely with A&P and Falmouth does not currently have the infrastructure to support this.
- If we could be the first port to facilitate bunkering of alternative fuels this would be transformative. There is potential but needs Cornwall Council to be on board. This is a long term proposition as infrastructure needs improving.

5e. HM/Operational Update

- Previously distributed for information.
- Relevant information from the HM report could also be incorporated into the report sent to stakeholders discussed above.

Stakeholder Benefits Strategy

6a. Infrastructure Investment

- Projects for next year will be the first stages of a longer term plan and may include a significant expansion to the marina.
- We are looking at dry sailing options.
- VS is developing an environmental budget to put to the board for next year.

6b. Environmental Improvements

- A couple of funding applications have been successful.
- Cornwall Council were successful in their application to the environmental investment readiness fund. We supported their application and will be a marine pilot for the project. This will hopefully result in increased understanding and ability to sell carbon and or ecosystem credits from natural capital assets in our waters such as seagrass.
- We also have funding from TEVI to design and trial a Stirling Advanced Mooring System (AMS) with a vessel on it. We plan to measure the forces through the chain and track how the vessel moves around the block. This data will help to create confidence in the AMS.
- Another potential initiative is to encourage voluntary contributions from harbour users to offset their boating impact. These contributions will then be used to fund environmental initiatives.

6c. Community Investment

- CEO is finalising the content for the Annual Report. Once finalised CEO will ask the CC to review.

6d. Charitable Donations

- FHC will allocate a budget for this next year.
- FHC has made various donations around the 150 celebration. These included donations for environment initiatives, donation to RCYC to support youth sailing, Falmouth Week, Classics and Working Boats. These will all be highlighted in the annual report.
- We are putting together an exhibition at the top of the Maritime Museum to showcase the pilot boat service.
- FHC is also looking at encouraging pro bono work for staff to donate their time.

Existing Project Updates

7a. Marina Expansion

- CEO reported that the expansion is complete and we are now looking at the next stages which may include pontoons in Trago Bay and further expansion to the marina.
- We have over 80 on the waiting list.

7b. Pump Out Facility

- This is now up and running and is being used. Not massive numbers yet but FHC are keen for it to be used.

7c. Custom House Quay (CHQ) Update

- Continued drive to remove cars from CHQ is ongoing.
- Engravers Cottage is now on the market to be let.
- Town and North Quay leisure opportunities are being reviewed.
- Pay and Display will cease after Christmas.
- The restaurants will likely be flexible with their outside seating to accommodate events such as the Sea Shanty Festival.

Consultations

8a. Harbour Revision Order (HRO) & Byelaws

- FHC have appointed solicitors to do a scoping exercise on our HRO and byelaws. Their report will be provided by the end of October.
- The programme will be rolled out towards the end of next year and beyond.
- MMO licence fees are increasing significantly from Sep 2022 so will place request for HRO before then.

Marketing & Communications

9a. General Update

- New social media and marketing assistant now in place using Kickstart funding.
- Uniforms and branding work is ongoing.

9b. Website Update

- This is in process. CEO will send links for live landing page.
- We will go live during November but improvement work will be ongoing.

9c. Events for 2022

- Planning underway for public meeting in December.

Any Other Business

10a. Matters Raised by Members

- None.

10b. Budget for Grant Requests

- Will be presented at the next meeting once the budgets have been set.

10c. Meeting Dates for 2022

- Need a meeting in early January to elect chair.
- Usually have four meetings per year plus the December meeting.

10d. BPA Trust Port Board Survey

- Previously circulated for information.
- Three years ago the CC were involved in a similar review of governance for FHC. The Board were keen for this to be repeated and the BPA report is the catalyst for this discussion. The previous review involved the Board self-scoring followed by a meeting with each Board member to review these scores.

ACTION: CC to repeat the governance review for FHC in 2022.

Dates of Next Meetings

Fri 3rd Dec 2021 Joint Meeting with Board – 1pm Flushing Sailing Club

Meeting closed at 15.48.

Dates of 2022 Meetings

Wed 12th Jan 2022 – Election of Chair

Wed 16th Mar 2022

Wes 29th Jun 2022

Wed 28th Sep 2022

All at 2pm.

Thu 22nd Dec 2022 – Joint Meeting with Board starting at 1pm