

# CONSULTATIVE COMMITTEE MEETING MINUTES

Wednesday 16<sup>th</sup> March 2022

2.00 pm via Teams



FALMOUTH  
HARBOUR

UK's Atlantic gateway.

## Attendees:

Neil Andrew, Chair	NA
Miles Carden, CEO	CEO
Adrian Davis, Falmouth Harbour Commissioner	AD
Chris Freer	CF
Don Garman	DG
David Owens	DO
Duncan Paul, Harbour Master	HM
Tristan Rowe	TR
Kathryn Smith, Clerk	KS
Steve Taylor	ST
Matt Borne	MB
FHC Staff	
Barry Buist, Falmouth Haven General Manager	BB
Vicki Spooner	VS

## Governance

### 1. Apologies

Richard Jeffery	RJ
Dave Nicoll	DN
Mat Spencer	MS

### Absent without Apologies

Victoria Hobson	VH
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### 2. Declarations of Interest

- No declarations of interest.

### 3. Approval of Minutes of the Meetings held on 27<sup>th</sup> January 2022

- The minutes from the previous meetings were tabled and were approved by those present.

### 4. Matters Arising from above and FHC Board Meetings

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

## 5. Stakeholder Engagements

### a) Leisure Charges Feedback and Q&A

#### [Maritime and Leisure - Falmouth Harbour, Cornwall](#)

- The level of feedback has been very low with around a dozen direct enquires which have been responded to and been used to add to the Q&A.
- We have had a few queries about the improvement of the marina which have been responded to and improvements are being actioned.
- We have agreed to some staged payments.
- No evidence that customers have relinquished their moorings because of the price rises just the usual level of turnover.
- DO congratulated the team on the communications around the price rises and for consulting with this committee and taking on board their comments. CEO's presentation at Flushing Sailing Club was very positive and constructive and very well attended.

### b) Role of the Consultative Committee - "Trusted Critical Friend"

- This item was raised around the timing of consulting with this committee on the price rises.
- The scheduling of the Consultative Committee (CC) meetings may mean that there is no time to consult this committee prior to Board decisions having to be made.
- Moving forwards we may need to reschedule these meetings based on the business management calendar of the Board.
- CEO would like the opportunity to consult with the CC on projects such as the new pilot boat.

## 6. Environmental Improvements

### a) Sustainability Action Plan

- Previously distributed for information.
- VS would like to create a summary of the plan to send to stakeholders as it is only achievable if we work with our stakeholders.
- The committee suggested some changes to improve the document.
- DO offered to support VS with the target section.
- MB offered to support VS with securing further funding.
- B Corp status – VS has started to look at the process to become a B-Corp organisation. MB offered to help as he has experience in this process.
- [B Corp Certification - B Lab UK \(bcorporation.uk\)](#)
- CF is meeting CEO and VS at the end of March to discuss sustainability.

### b) Fal Harbour Marking Seagrass Paper

- Previously distributed for information.
- We will use existing seasonal marks to identify sensitive seabed.
- New buoys at Swanpool and Gyllyngvase will mark the seagrass and maerl areas as well as improve safety. VS shared details of what the buoys will look like.
- NA asked whether any current sailing marks can be used or if any of the new buoys could serve as sailing marks.
- CEO would like to look at consolidating the buoys used in the harbour. E.g. sailing marks could be named Seagrass1. Some could also be used as weather buoys.
- The buoys will be moored with traditional chains but we may look at the Advanced Mooring Systems (AMS) used at Flushing.

- MOREK, naval architects, are running trials with AMS this year.
- The Estuary Officer is working closely with St Mawes who have also trialled AMS.
- The HM team would like more evidence that AMS is suitable and safe to use in our waters.
- We need to raise awareness of the seagrass and maerl areas but we do not want to ban anchoring in these areas.
- Options include:
  - Use of satellite data or What Three Words to identify more sensitive seabed areas. Maybe via a Harbour App.
  - Each sailing club produces charts and these could incorporate information on the seagrass and maerl areas.
  - Signage at the top of slipways.
  - Allowing boat owners to report seagrass (and other significant items) caught in their anchors. This may identify other areas of seagrass not yet identified.
- DG commented that the buoys marking no anchoring in the Helford have worked well. The patrol officers there have reported that boat users are happy to anchor elsewhere.
- VS is working with an organisation on how boats can scoop up plastic.

## 7. Reports

### a) FH CEO Update

- Previously distributed for information.

### b) HM/Operational Update

#### HM Report

- HM ran through recent incidents including a near girting incident with a tug and a couple of minor pollution incidents.
- One of our coxswains is retiring so we are promoting one of our deckhands and advertising for a replacement.
- Training and apprenticeship schemes are progressing well.
- Harbour Assist Asset Management software is in place and will go live in the next few weeks.
- We have processes in place to ensure we comply with regulations and sanctions for Russian ships.
- February's shipping movements were low but March has started well.

#### Risk Assessment

- We are obliged to carry out navigational marine risk assessments which includes consulting with stakeholders.
- If anyone is able to support HM on this please contact KS or HM.

#### Oil Pollution

- HM shared his Oil Pollution Response presentation.
- Bunker vessels save on the cost of a pilot and harbour dues by bunkering outside harbour limits. Our pilotage and harbour dues are not expensive but the operators are not willing to pay anything.
- Realistically there is little we can do should a pollution incident occur outside the 12 mile limit. We would mobilise if the pollution were to come into the harbour.

- Oil pollution can be reported to Falmouth Harbour or the Coastguard.
- The weather takes care of small, light oil slicks better than we could.

**ACTION:** HM to share his Oil Pollution Response presentation.

**c) Marketing & Communications**

- Work on website is ongoing.
- Rather than advertising on the website, we are developing a Port handbook which will showcase local marine services and this document will be available on the website.

**d) Media Report**

- Previously distributed for information.

**8. Falmouth Harbour**

**a) 2021 Review including Community Dividend**

- CEO shared key financial information for 2021.
- Despite difficult financial circumstances the total community dividend in 2021 was £3,733.
- Some contributions were in kind rather than cash. For example, there were no Harbours Dues levied for the Spirit of Discovery cruise ship to anchor in the bay for Falmouth Week fireworks. We had some great feedback from the cruise line and its passengers following the fireworks.
- CEO shared the budget for the community dividend for 2022. There is £850 for small grants of less than £100 and a small community grant budget of £1000.
- Local schools are always looking for funding. ST may be able to advise of school projects that would benefit from this funding.
- DG was involved in putting together the criteria for awarding these grants and it was a very open way of distributing funding. So some grants could be determined by the CC and others by any applications that meet the criteria.

**ACTION:** Details of grants available and the application form to be available on the website.

**b) 2022 Business Process Calendar**

- CEO shared the Business Calendar and will distribute after the meeting.
- Other things to consider are the procurement of the new pilot boat and the revised Harbour Revision Order (HRO) and byelaws.

**ACTION:** CEO and NA to schedule the CC meeting dates so they coincide with key business processes.

**c) 2022 Forecast and Budget for Grant Requests**

- Total of £1850 for grants but there is some flexibility.
- TR commented that he felt the CC should be looking at how to create revenue for FH rather than be concerned with small amounts of community dividend.
- Once established, the new Head of Commercial Operations role will deliver increased revenue.

**d) 5 Year Plan and High-Level Strategy**

- The CEO shared his document entitled ‘The Future of Falmouth Harbour’.
- The Board has approved the document but it should be treated as confidential.

**ACTION:** CEO to distribute ‘The Future of Falmouth Harbour’ document. Which should be treated as confidential.

**9. Any Other Business**

**a) Matters Raised by Members**

- None.

**b) Term Dates for Consultative Committee Members**

- Not discussed but term dates listed below:

Neil Andrew	Nov 2018 but stopped when appointed chair in Jan 20.
Matt Borne	Dec 2021
Chris Freer	Dec 2021
Don Garman	Sep 2020 (2 <sup>nd</sup> term)
Victoria Hobson	Dec 2021
Richard Jeffrey	Aug 2020 (2 <sup>nd</sup> term)
Dave Nicoll	Dec 2021
David Owens	Aug 2020
Tristan Rowe	Dec 2021
Mat Spencer	Mar 2020 (2 <sup>nd</sup> term)
Steve Taylor	Dec 2021

Meeting closed at 16:34

**Dates of 2022 Meetings**

Wed 29<sup>th</sup> Jun 2022

Wed 28<sup>th</sup> Sep 2022

All at 2pm.

Thu 22<sup>nd</sup> Dec 2022 – Joint Meeting with Board starting at 1pm