

**CONSULTATIVE COMMITTEE MEETING  
MINUTES  
Wednesday 25<sup>th</sup> January 2023  
14:00 National Maritime Museum Cornwall**



**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
Victoria Hobson	VH
Dave Nicoll	DN
David Owens	DO
Gerald Pitts	GP
Tristan Rowe	TR
Steve Taylor	ST

**FHC Staff**

Holly Manvell	HYM
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**Governance**

**1. Apologies**

Richard Jeffery	RJ
Vicki Spooner	VS

NA welcomed all to the first meeting of 2023 and particularly GP who is attending his first Consultative Committee meeting.

**2. Declarations of Interest**

- No declarations of interest.

**3. Approval of Minutes of the Meetings held on 28<sup>th</sup> September and 16<sup>th</sup> December 2022**

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

**4. Matters Arising**

- The Matters Arising were discussed and updated with progress and actions.
- There were no matters arising from Board meeting minutes.

**5. Report of Stakeholder Engagements since 28<sup>th</sup> Sep 2022 (Standing Agenda Item)**

- Open Day in October was very successful.
- Board stakeholder engagements are recorded in the Board meeting minutes.
- AD suggested a standing agenda item of Commissioners Questions with the Consultative Committee submitting questions to Commissioners ahead of Board meetings. These questions will form part of the Board meeting agenda. Reminder to be sent to Consultative Committee along with papers the week before their quarterly meetings. The process can be reviewed at the joint meeting with the Board in Dec.

## 6. FH Activity Schedule in 2023 (involving Consultative Committee)

### a) Harbour Revision Order (HRO)

- Marine Management Organisation (MMO) have not yet appointed a case officer due to the high numbers of HROs submitted ahead of their price increases.
- Consultation likely to be in late summer 2023.
- The Committee discussed the difference between harbour directions and general directions. Harbour directions would be used for events such as Red Arrows while general directions may be used to set speed limits.
- The committee discussed NDAs for Consultative Committee but agreed to work on a trust basis.

**ACTION:** Presentation on HRO and implications for Consultative Committee to include presentation from legal advisors for 27<sup>th</sup> Jun meeting.

**ACTION:** CEO to send link to Cornwall Council's HRO and share Falmouth Harbour's HRO documentation with Consultative Committee.

### b) Marine Master Plan

- HYM and CEO has been working with an external consultant helping to look at maximising assets and funding applications.
- Progress updates at March and June meetings.

### c) Any Other Activity

- Key board decisions are available in the Board meeting minutes but we need to find a better way of highlighting these to ensure members of the Consultative Committee are prepared for questions from stakeholders.
- Consultative Committee members should direct any difficult stakeholder questions to HYM or CEO.
- Falmouth Harbour is going through a period of change and are becoming more transparent and outward facing but always want to improve how we do this.
- Communications around annual price increases can be improved.
- Details about the stop changes were communicated six times to customers in 2022. Even so Haven staff are having to call 100 customers who have yet to respond.
- NA commented that public perception is that there are a lot of empty moorings. CEO explained that it was agreed with the Board to not let 10% of moorings to allow for mooring block maintenance. CEO and HYM commented that it would be difficult to communicate all decisions like this to the Consultative Committee but encouraged the Committee to direct any questions like this to them.
- NA commented that there was no opportunity for Consultative Committee to consult on price rises. However, these were agreed at the November Board meeting and discussed at December's Consultative Committee.
- These issues will be considered as part of the Good Governance Audit (GGA).

## 7. Good Governance Audit

- The last audit was done in 2018 and was well received. The audit resulted in some actions for the Board. The next audit was due in 2021 but was not done at this time due to COVID.
- This is a cooperative process between the Consultative Committee and the Board and has been agreed by both.
- All will be involved but led by three members of the Consultative Committee.
- The Consultative Committee members who will lead are NA, DN and DO. DG agreed to support preparation and coach if needed.
- It is not yet known which Commissioners will be involved.
- The audit will be done on the afternoon of Friday 3<sup>rd</sup> March following the Board meeting. ST offered to hold the Board meeting and audit at the Falmouth Marine School.
- NA handed out a list of documents and policies distributed and used in the last audit.
- Also need to close the actions from 2018 audit.

**ACTION:** CEO, HYM and Board to provide updated documents and a list of relevant policies by Fri 10<sup>th</sup> Feb. (Added to Matters Arising No 19)

## 8. Business Development (Standing Agenda Item)

### Staffing Update

- Restructure internally as LA, Finance Manager, is retiring in May 2023 and HM is retiring Q1 2024.
- Board have approved resilience plan for HM team and decision has been made to recruit HM designate. Likely to be a six month handover period.
- Recruiting Finance Manager as direct replacement for LA.

### Harbour Dues and Fees

- Expanding scope of collection of Harbour Dues with general principle of more people paying less. This is covered in the prices Q&A.
- Legally we can charge dues to any vessel that enters our harbour. No collective agreement with St Mawes or Cornwall Harbours and CEO is liaising with Cornwall Council on this.
- Commercial fees have increased by between 12.5% and 14%. This has been reviewed against peer ports. No kickback from customers.

### Leisure

- Approval for WiFi across marina and anchorage using Wlldanet, local company.
- CCTV expanded coverage to include Marina, North Quay, Boat Park, Custom House Quay (CHQ).
- Car Parking on CHQ - New car parking provider to be announced soon and this will give us greater flexibility to use the quay for events such as Armed Forces Day. Signage will be clearer and payment can be made via an app.
- The parking permits on North Quay have been rescinded and all customers have been informed. This allows us to offer car parking for mooring and berth holders. This will be announced publicly when we announce the CHQ changes.
- Various events and regattas during the summer including 40+ 40ft Dutch sailing vessels.
- Space on CHQ will be offered to food and drinks vendors over the summer months.

## 9. Any Other Business

- Each January the Chair of the Consultative Committee is elected by one of the lay members.
- NA offered to continue as chair, DO seconded and all agreed.

## Dates of 2023 Meetings

Tue 28<sup>th</sup> Mar 2023

Tue 27<sup>th</sup> Jun 2023

Wed 27<sup>th</sup> Sep 2023

All at 2pm

Fri 15<sup>th</sup> Dec 2023 – Joint meeting with Board starting at 1pm.