

**CONSULTATIVE COMMITTEE MEETING
MINUTES
Thursday 12th October 2023 14:00
Falmouth Harbour Boat Park Meeting Pod**



**FALMOUTH
HARBOUR**

UK's Atlantic gateway.

Attendees:

Neil Andrew, Chair	NA
Adrian Davis	AD
Chris Freer	CF
Don Garman	DG
Richard Jeffery	RJ
Dave Nicoll	DN
David Owens	DO
Tristan Rowe	TR

Falmouth Harbour Staff

Miles Carden, CEO	CEO
Holly Manvell, Head of Commercial Operations	HYM
Vicki Spooner, EQSM	VS

Governance

1. Apologies

Steve Taylor	ST
Miles Featherstone, Harbour Master	MF
Victoria Hobson	VH

NA commented on how good the Open Day talks were last week.

2. Declarations of Interest

- No declarations of interest.

3. Approval of Minutes of the Meetings held on 27th June 2023

- 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. Look Back at 2023

CEO

- CEO reported on the first 9 months of 2023 which have been busy with various events as well as some changes to management structure with new Harbour Master and Finance Manager.
- New Finance System - transferred from QuickBooks to Sage.
- Budget for 2024 is in progress.

- MF has settled in well and will be a fantastic asset for the harbour.
- IP is now Deputy Harbour Master and has now successfully completed his Harbour Master Certificate (one of only 44 in the UK). MF also has this qualification and TJ is working towards his.

HYM

- Events this year have included Armed Forces Day, Falmouth Classics and Talls Ships.
- Weather has adversely affected visitor numbers and fuel sales.
- DC, Haven Seasonal Team Member, has taken on the permanent role of Marine Hub Manager.
- Monthly newsletter goes to all customers.
- Getting ready for lift in pulling 40 boats out of the water.
- Another couple of seasonal team members have secured permanent positions within Falmouth Harbour.
- Mooring strop project has had a significant impact with positive feedback and zero failures so far this year.
- Reallocation of moorings to meet demand is ongoing. This work will be undertaken over the winter.
- Marina – reconfiguration of some of the figure pontoons to accommodate modern larger yachts.
- We have some live aboards but we will not accepting any new ones.
- Next years events will be much more local.

VS

- Falmouth Harbour is receiving Zevi funding for a 3 year trial of an electric rib. Data from the trial will update a data lake. VS has sent spec to Consultative Committee.
- Aqua Super Power will install rapid electric chargers on one of the pontoons.
- Sea wall tiles have been installed on the sea wall at Church Street Car Park which are designed to encourage marine creatures to populate the tiles. This is one of the measures put in place to prevent yachts tying up to the sea wall.
- There is a risk re lithium batteries.
- CEO in contact with Marine School re their courses on electric vessels.
- Website is continually updated. Safety is an area on the website that will be expanded. As we encourage local people and visitors to access the water we need to be able to communicate how they can be safe.
- The Committee discussed local sea water quality. There are several initiatives locally that are looking at this and this is an opportunity to share data.
- Black water pump out facility is not as well used as we'd like. We use it for our own vessels. It is free to use and we will continue to market this facility. Unfortunately, few boats on our moorings have a holding tank. Water quality data may help support a change to our T&Cs to make pump out of black water mandatory.
- End of financial year - 15% down on visitor revenue, broadly on budget for commercial shipping. Deficit as predicted due to this and inflationary pressures and various capital outlays.
- We received no financial assistance to help run Armed Forces Day so CEO will write to organisers to ensure they account for Falmouth Harbour costs for any future national events. Engagement with Falmouth Harbour as a local stakeholder was minimal and information came at short notice.

6. Incident Report

- No significant incidents to report with the exception of the Mazarine which MF will report on at the next meeting. Hazman Incident Report distributed to Committee on 18/010/23.

7. HRO Update

- CEO reported that the consultation period ended on Monday 9th October with around 20 representations received.
- One party has requested an extension for their response. However, this does not extend the consultation.
- There will now be a period of negotiating with the representations submitted.
- Some work to do with shared jurisdictions with Cornwall Council over Porthscatho area.
- CEO has worked with various parties over concerns about their private moorings.
- Unknown how long the process will take.
- Powers of General Direction are the main change in the HRO.
- Financial reporting is diminished since the 2004 HRO. This was agreed with MMO and is similar to other harbours.
- NA received feedback that because the consultation started in the summer while people were on holiday there was less chance to read all the documentation and comment before the end of the consultation.
- It was the MMO who decided on the timing of the consultation and FH was given just 14 days' notice.
- CEO will keep the Consultative Committee updated on a monthly basis.
- If the representations materially affect the HRO, it will go out to consultation again and the changes will be highlighted.

8. Good Governance Audit - Board Response

- AD thanked the Consultative Committee for the work involved in the audit.
- AD apologised for not sending a formal response but due to two Board members being unable to attend the last meeting, the response is being discussed at Friday's Board meeting instead.
- Activity against Improvement Plan may be delegated to the Audit and Risk Committee or a time limited working group to be determined at the Board meeting.
- A written response will be presented at the joint meeting in December. This will be circulated ahead of the December meeting.
- Some of the points raised during the audit have already been addressed.

9. Stakeholder Engagement, Harbour User Group

- NA's Falmouth Harbour Stakeholder Interests paper previously distributed for information.
- We currently have two stakeholder groups:
 - Consultative Committee started in 1988.
 - Port User Group (PUG) started in 2015.
- The PUG was created to specifically deal with harbour directions. It is a representative group rather than individuals. It has only dealt with four Harbour Directions during this time (speed limits and exclusion zones for flying display).
- Any new General Directions will have to be consulted on.

- Do we need two committees or could we have just one? With just one committee there would be a larger number of members representing interested parties. Committee members need only attend if the business of the meeting affects the party they represent.
- NA listed the current membership of the PUG (Port User Group). However, it has been a long time since the PUG last met so many of these are no longer interested.
- The Committee discussed the pro and cons of merging the two groups and the range of stakeholders that should be involved.
- With one group there could be standing members who attend all meetings and affiliated members who attend depending on the business of the meeting.
- RJ and DG are due to retire from the Consultative Committee but they agreed to stay on the Committee until the HUG has been finalised.

ACTION: CEO to circulate paper on stakeholder group's Terms of Reference before the next meeting and add to Board agenda in November. To be agreed at joint meeting in December.

ACTION: Consultative Committee will aim to finalise membership of the HUG by March 2024 meeting.

10. Look Ahead to 2024

Verbal Update FH Exec

a) Recap Vision

- CEO ran through major projects for 2024 which include:
 - New Pilot Boat
 - Retirement of LK Mitchell
 - Marine Hub
 - HRO
 - Safety on the Water
 - Enforcement of prosecutions
 - Vessels to manage harbour safely
 - Sustainability plan and fuel project
 - 5-7 year marine plan.

b) Draft Pricing Structure 2024 (Leisure and Commercial)

Leisure

- For the last two years there have been significant increases that were necessary to keep the service viable.
- Increases this year will be based on CPI rather than RPI. CPI is traditionally lower than RPI (this will be approximately 6-7%).
- We want to be mindful of the cost of living crisis but we need to cover costs and keep investing in our services.
- HYM is now finalising prices and will aim to get these out to customers before Christmas.
- We are looking carefully at visitor prices which may increase minimally.
- We want to invest better for locals and visitors alike.

ACTION: DO asked for final prices to be circulated to the Consultative Committee ahead of notification to customers.

Commercial

- There will be an inflationary price increase based on September's RPI. We have contractual obligations that determine this.

11. Any Other Business

a) Pulse Rib Specification

- Previously distributed for information.
- VS asked the Consultative Committee to look at how the rib can be used within the organisations they represent.
- Fowey, Salcombe, Environment agency are also having electric ribs.
- Project is 3 years duration and we hope to keep the vessel after the end of the project.
- VS is looking at solar panels on top of the amenities centre to help with the charging of the vessel.

DO Fishing Marks crab posts among A & B lines– CEO asked DO to report via Incident Form

b) Other

- DO reported that there are crab pots among the A and B mooring lines. CEO asked DO to report via the Hazman Incident Form.

Meeting closed at 16:10.

Dates of 2023 Meetings

Fri 15th Dec 2023 – Joint meeting with Board starting at 1pm.

Dates of Next Meetings 2024

Tue 26th Mar 2024

Tue 25th Jun 2024

Tue 24th Sep 2024

Fri 13th Dec 2024 - Joint meeting with Board starting at 1pm.

All at 14:00.