



CONSULTATIVE COMMITTEE MEETING

1500 hrs on Tuesday 13 June 2017 in the
Training Room, Falmouth Harbour Office

Members:

Ian Munday	Chairman	IM
Neil Andrew		NA
Tony Tomlinson	Commissioner	TT

In attendance:

Mark Sansom	Harbour Master	CEO
Mary Stribley	FHC (Minutes)	MSt

Governance

1. Apologies

David Hitchcock, David Carne, Chris Smith. It was noted that Chris Smith and David Hitchcock are now time-served.

The Chairman noted that the Committee was not quorate and there was an increasing issue around membership that was on the agenda for discussion later.

Mary reported that Mat Spencer had not received papers for the meeting due to an error. CEO said that he would contact Mat and apologise for this.

2. Declarations of interest

None.

3. Approval of minutes of the last meetings: 23 March 2017

The minutes of the last meetings were agreed as accurate.

4. Matters arising

a) FHC to make pie charts available on website hits for CC meetings

The charts showing website hits were tabled and discussed.

b) Report of PR activity to be supplied for CC meetings

It was reported that these were no longer received due to budget cuts.



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c) Draft Strategy Document to be supplied to CC members

The Board's latest strategy document was tabled. IM said that he felt the strategic objectives were too wordy and not specific enough. CEO explained that the Board had developed annual objectives by undertaking a SWOT analysis. It was agreed that it would be a good idea for the Consultative Committee to undertake their own SWOT analysis at the September meeting so that this could be put in to the review process.

ACTION: IM to send out strategic and annual objectives to members and ask for comments by the next meeting.

d) FHC to consider changing name to better communicate role

CEO explained that this was still under consideration and would be discussed as part of the Stakeholder Engagement Plan.

e) FHC to provide hard copies of fishing gear code of practice

It was regretted that these had not been brought to the meeting and agreed that they would be sent out with the minutes to members so that they could distribute them to fishing contacts. It was noted that the CoP had already been published on the website.

f) CEO to provide draft stakeholder benefit policy for discussion

CEO tabled a paper for consideration. The Consultative Committee were asked to make a recommendation to the Board in respect of ways in which this benefit could be prioritised taking into account the fluctuating financial fortunes of the Organisation. It was agreed that the Chairman would pass this out to members and request feedback prior to the next meeting.

ACTION: IM to send out paper to members and request feedback for the next meeting.

g) New Governance Guidance for Trust Ports

CEO reported that a confidential draft version had been reviewed by the Board and that they had made some comments. Also, the Commissioners had been asked to provide text showing their practices in attracting and retaining commissioners which had been a problem in other ports.

Reports

5. a) Minutes of Harbour Board Meetings: March and April 2017

IM asked for any questions on the minutes and they were duly noted.



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b) Extra-ordinary Stakeholders Meeting

The minutes of the meeting were noted. IM said that he had received feedback from the FHC Chair about the Board consideration around the issues identified and he was satisfied that the project had been fully considered before the decision to proceed had been taken. He felt that any review of the process would have to conclude that it had been fair, transparent and objective. He had raised the point with the FHC Chair that it would be useful to show publicly the efforts that FHC were making to take into account the communal value of the Quays in their plans and developments.

c) Stakeholder Engagement

A draft analysis of FHC stakeholders was discussed. NA commented that he was surprised to see that yacht clubs had not been specifically included. It was agreed that NA would represent the Consultative Committee at the Communications Sub-Committee to discuss stakeholder engagement.

ACTION: Advise NA of date of Communications Sub Committee meeting.

d) Definition of a Ship

Correspondence from the BPA showing that the Department for Transport was interested in amending the current legislation was tabled. This development was welcomed by those attending.

Project Updates

6. a) Port of Falmouth Development Initiative

It was reported that FHC are still in discussions with the MMO with regard to the appropriate assessment for the dredging.

b) CHQ Basin development

It was reported that the installation of the pontoon development in Custom House Quay Basin had been completed and the facility was open. Those present at the meeting agreed that it looks good and provided added interest to the Area.

c) New Commercial Moorings Proposal

It was reported that FHC was reviewing the layout of the commercial moorings in light of Pendennis Shipyard giving up their lease. It was explained that an additional riser between the Frigate and Caldy was proposed and that the Western end would be redeveloped to accommodate yacht moorings.



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d) New Park and Launch option at Grove Place Boat Park

CEO advised that a new product was being trialled at the Boat Park which would allow those undertaking launch and recovery to park their vehicle on site. This opportunity had presented due to under-occupancy of boat berths. Those present welcomed the idea.

e) New Pilot Boat Cover Arrangements

CEO reported the new arrangements for pilot boat cover with Fowey Harbour Commissioners and this was noted.

Consultations

7. a) Harbour Charges Review

A paper looking at the merits and problems associated with charging of harbour dues for recreational craft was circulated. CEO advised that the Board had considered the paper and were minded to accept the recommendation that the existing structure should be maintained but had deferred a decision until they had received the views of the Consultative Committee. It was agreed that the Chairman would seek views from members and report back.

ACTION: IM to ask the members for their feedback on the paper and advise the Board of their views.

b) Port Connectivity Study

CEO reported that the Port had been included in a recent connectivity survey by the Department for Transport. The opportunity had been taken to emphasise the need for good connectivity to facilitate supply chain activity in addition to freight.

c) Port User Group Meeting

It was agreed that a PUG meeting would be held after the September CC meeting. This would enable the Harbour Direction relating to speed limit in the Carrick Roads to be reviewed.

Urgent Business

None.



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Any other business

8. a) Review of Consultative Committee membership

It was noted that this was the second successive meeting that was not quorate and that more needed to be done to attract new members. CEO mentioned that he had received an enquiry about joining the Board and had recommended that the person considered serving on the Consultative Committee prior to the recruitment exercise. The possibility of a staff member joining the Committee was also discussed. It was also suggested that information should be sent to members of other committees and groups about the CC with a view to encouraging applications. It was agreed that the Chair and CEO would discuss this before the next meeting.

ACTION: IM and CEO to approach prospective members for the Committee.

9. Date of next meeting

14 September 2017 at 1400 hrs.

The meeting closed at 1615 hrs.