



## CONSULTATIVE COMMITTEE MEETING

1400 hrs on Tuesday 14 June 2016 at the  
Cornwall Port Health Authority Building

### Members:

Ian Munday	Chairman	IM
Neil Andrew		NA
Martin Bidmead		MB
David Muirhead		DM
Chris Smith		CS
Mary Stribley	FHC (Minutes)	MSt

### In attendance:

Carrie Gilmore		CG
Mark Sansom	Harbour Master	CEO
Vicki Spooner	FHC Environment, Quality & Systems Manager	VS

### Governance

#### 1. Apologies

David Carne  
David Hitchcock

#### 2. Declarations of interest

IM said he had done some radar training work for FHC.

MB said he was now HM at St Mawes but was happy to remain on the Committee unless other members felt that there was a conflict.

#### 3. Approval of minutes of the last meeting – 19 January 2016

The minutes of the last meeting were agreed as accurate. It was reported that the minutes are on the website already without having been approved.  
Post Meeting Note – This was checked and found to be incorrect.

#### 4. Matters arising

##### a) David Muirhead to invite Simon Cadman to FEMSC meeting – *Completed.*

DM started a discussion of the recent FEMSC meeting and marking of fishing gear. They need to move Code of Practice forward and look at issuing



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guidance accordingly. It was agreed that FHC guidance could be written up quite quickly and published on FHC's website. The committee agreed to keep this under review. *Ongoing*.

**ACTION:** FHC to draft a guidance document based on the Code of Practice.

**b) HM to write 'The Maritime Community Award – Sponsored by Falmouth Harbour Commissioners'**

CEO wants a wider engagement with other organisations, and suggested approaching Falmouth Town Council and the Town Centre Forum; he said it would demonstrate good management to get a broad basis of candidates. CS reported that the Town Centre Forum is disbanded now.

CEO said that at this time he is looking for approval of the draft.

CG thought there needs to be criteria to nominate people against; it's easier to make comparisons if there are parameters.

IM asked if there is still an appetite to have this sort of award. CG spoke about the good publicity of this; a media opportunity. CS agreed.

NA felt it should only be awarded if there's a deserving candidate. Maybe it should be awarded as and when, instead of annually, he added.

IM asked if there is something better we could do. The committee decided that the award should be considered as part of a wider stakeholder engagement plan which was being prepared following the recent work undertaken by an MBA student. *Ongoing*

- In addition, IM mentioned a document received from David Hitchcock titled "Port Skills and Training", which is a port safety circular. It mentions safety around quays. CEO said that this is still in the consultation stage at the moment.

**ACTION:** IM to email the document to CEO.

**c) Actions agreed at the Extraordinary Meeting:**

**a) Future development consultations – Completed.**

**b) Railings on North Quay – Completed.**

**c) Ladders on North Quay – Completed.**

DM mentioned the rings on North Quay steps; he said that there aren't enough rings on the steps for each state of the tide. CEO agreed to investigate this.



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**ACTION:** CEO to investigate rings available on steps.

d) **Signage on the Quays** – *Completed.*

e) **Booking Huts** – *Completed.*

f) **Alternative berth creation proposals**

CEO outlined the process for developing future plans. He said that FH will be considering all alternatives and putting forward schemes based on their financial viability. *Ongoing.*

g) **Review Consultative Committee Constitution** – On Agenda.

d) **Audit of FHC compliance with Community Relations Guidance**

On Agenda.

e) **Weather data from Black Rock** – *Completed.*

NA said that the horizontal date/time line is inaccurate. CEO reported that they will try and work through these alterations on next update.

**ACTION:** CEO to check and correct horizontal time line.

f) **Fendering on Church St car park**

In response to an enquiry from David Carne, CEO reported that this is not in the Council's plans.

## Reports

5. a) **Minutes of FHC meetings and**

b) **Harbour Board Meetings: November and December 2015, January, March and April 2016.**

The committee discussed various points from the minutes.

a) Self-serve fuel was discussed; IM said that you can only buy self-serve diesel and not petrol on the continent. CEO said that this is a non-starter for us, as the investment would not be worthwhile given the manning requirement for petrol.

b) Haven Cards have been issued to all mooring holders. IM said he hadn't been sent one. CG said they are not being posted; go into the office to get one. The Haven Card is being advertised on FH's website and newsletter.



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**ACTION:** CG said she would follow this up.

- c) CG and IM talked about having a webcam for security purposes. CG said we couldn't monitor it, but we do have CCTV recording.
- d) IM asked about Historic England response re: CHQ, and the lobbying. CEO explained the context and why the Board had felt the need to write. CG said that it was not that they were neutral; they were actively positive and supportive. To shift to the opposite extreme that they did made life very difficult. We need to work out how we manage the consultation in future. We will start a dialogue with them before any other proposal goes forward. We have learnt valuable lessons from this.
- e) DM asked for an update on the new buoys, which CEO supplied.
- f) DM asked if the yacht wreck off Trefusis Point had been removed. CEO said it had.
- g) DM asked about the boat sunk in CHQ basin, which CEO reported.
- h) DM asked about the replacement mooring vessel. CEO gave details of the design. The contract is signed and work is ongoing, to be completed by November 2016, he added.
- i) CS spoke about the potential to host the BPA conference.

**c) Consultative Committee revised constitution draft**

IM outlined alterations made to the constitution, including:

- Guidelines for recruitment of new members
- New and current members will be asked to sign a declaration
- Board member is attendee not member, as is CEO
- Terms of office – time as Chair doesn't count towards membership

**ACTION:** Check on members' length of service.

**ACTION:** Put ToRs on website.

All were content. VS said that there is a form available online for prospective members to register interest.

**ACTION:** CG to check if we are allowed to check if applicants have criminal convictions under legislation.



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- d) **FHC compliance with Community Relations guidance, and**
- e) **Stakeholder engagement report**

As a result of revisions to the Guide to Good Governance, NA did some work on community relations and intern Alex Emslie has produced a stakeholder engagement report. NA and VS were invited to speak.

VS said that Alex Emslie had done a good piece of work. It is analytical in approach, and will help us to work out how to engage with stakeholders in the future. The report needs checking. It highlights smart objectives to be worked towards, and we can monitor our performance against these objectives.

There was a discussion of the report. IM wondered how to inform stakeholders that we are doing this engagement exercise; maybe FAQs on the website. VS said that the public can email questions.

On the subject of the website, IM mentioned that General Directions seem a bit lost; VS said she will move them.

**ACTION:** VS to make General Directions more visible on the website.

NA said he was happy to be the point of focus, but he will need a steer to go forward. It was agreed that FHC will need something for the annual report, and NA is happy to draft something.

**ACTION:** CEO to liaise with NA re: Annual Report.

CEO advised that FHC would be developing a community engagement plan. The members discussed how it would be used.

CG asked if this report could be sent to management panels. CEO said that this report forms the basis for the plan that will then be distributed.

### **Project Updates**

#### **6. a) Port of Falmouth Development Initiative**

IM reported good feedback on the public meeting and exhibition. CEO said that it was well-received and reported on. VS said that 81% of those that attended were in favour of dredging.

CG said that the majority of people who attended wanted to check that the environmental issues were being adequately dealt with. This came across very strongly at the evening meeting. There was a good balance of people.

CS said he had heard very strong, positive feedback about the dredging proposal.



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DM said that the plume of dredged material is fishermen's main issue. He also mentioned dumping of dredged material. CEO replied that a plume wasn't apparent during the trial dredge and extensive modelling had been carried out. He added that there will be a consultation when a new licence application is submitted.

### **b) FHC website**

All members were content with the website re-launch.

### **c) Use of Powers of General Direction**

CEO notified the members that there are two new Harbour Directions to be discussed in the Port User Group meeting following this.

## **Consultations**

### **7. Public exhibition and presentation**

Already discussed.

## **Urgent Business**

- a) CS asked what, if any, changes will occur if the country votes to leave the EU on 23 June. CEO replied that, effectively, we work to UK regulations. We do have EU directives, but all legislation will still apply for the time being.
- b) MB mentioned reports of sewage debris on King Charles Quay. He explained that it is coming from waste pipes and the tide is not taking it away; it can't escape.
- c) DM said he has had reports of moorings not being dealt with when requested. CEO said he will have a review of maintenance issues; he is determined to put this right for next year.

## **Any other business**

### **8. Review of applications to join Consultative Committee**

IM said that, having reviewed the ToRs, recruitment will be commenced.

### **9. Date of next meeting**

Tuesday 13 September 2016, at 1400 hrs.

The meeting closed at 1535 hrs.