



CONSULTATIVE COMMITTEE MEETING

1400 hrs on Tuesday 20 March 2018 in the
Port Health Offices, Falmouth Docks

Members:

Ian Munday	Chairman	IM
Neil Andrew		NA
Martin Bidmead		MB
Toby Budd		TB
John Frankiss		JF
Don Garman		DG
Peter Grounds		PG
Anne Oliver		AO
Tony Tomlinson		TT

In attendance:

Carrie Gilmore		CG
Mark Sansom		CEO
Mary Stribley	Minutes	MSt

Governance

1. Apologies

Apologies were received from Richard Jeffery, Mat Spencer and Andy Grant.

The Chairman welcomed new members Peter Grounds and John Frankiss to their first meeting, and asked that a round table introduction was undertaken.

The Chairman briefed the new members on the purpose and constitution of the Committee.

2. Declarations of interest

The Chairman asked for declarations of interest. He said that there will always be instances where there is a crossover between business and customer interests between members and FHC, but this type of relationship does not impede the fair consideration of the matters on the agenda.

3. Approval of minutes of the last meeting

a) Consultative Committee meeting – 4 September 2017

The minutes of the last meeting were agreed as accurate.



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b) Joint Meeting with FHC Board – 8 December 2017

The minutes of the joint meeting were agreed as accurate.

CG said that she had given an update on the dredging situation after CEO had left the joint meeting. TB asked who holds MMO to account. CEO explained the history of EIA and trial dredge, etc.

CG went on to speak about this year's Annual Report and the Stakeholder Engagement Plan and Panel. She thought that they would notice a difference in style for the Report as it was being re-designed to make it more informative. The Annual Public Meeting will hopefully be held at the end of May or beginning of June.

The members were informed that the least-understood aspects of the port are the statutory and regulatory functions. The Stakeholder Engagement Plan was a framework for communicating with various groups. There had been recent engagement with the Women's Institute and a meeting was scheduled with Falmouth Town Council.

Targets were discussed, and how to keep the Consultative Committee abreast of targets and objectives. It was noted that performance against last year's objectives would be summarised in the annual report.

The members were informed that a new Commissioner will be starting on 1 April, who will be on Stakeholder Engagement Panel and then possibly the Consultative Committee following TT's retirement at the end of the year.

IM thanked CG for her report.

4. Matters arising

The Chairman went through matters arising and noted that several were tabled for discussion at this meeting.

a) FHC to consider changing name to better communicate role

The committee members discussed the name of the Commissioners and whether it was still relevant. IM asked if it is time to refresh it to something new. CG explained the brand names we have for our two business arms.

b) CEO to provide MB with hard copies of fishing gear policy: Completed.

c) Board to finalise Stakeholder Engagement Plan: Completed.

d) Review timings of Annual Report and Public Meeting: Completed.

e) CEO to distribute amendment to mooring plans when completed



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MB said that he had received concerns that the two southernmost moorings may encroach on the area currently available for sailing races.

NA reported that RCYC and Flushing SC have both indicated that they have no concern with the moorings' positions. CEO requested that he is sent emails detailing the nature of any complaint, to allow him to respond.

Having discussed the matter, it was agreed that there would be no significant change in the area available for sailing races and that a more complete map demonstrating this should be issued to the clubs.

ACTION: Issue maps of mooring areas to sailing clubs.

f) **Board to note recommendation from CC re: harbour charges:** Noted.

g) **Chair to report outcome of SWOT at next meeting**

This has been completed, but we can always revisit it. CG said that the September meeting would be a useful time to do this, to feed back to the Board.

h) **Feedback from FHC chair re: joint meeting:** Completed.

Reports

5. a) **Minutes of Harbour Board Meetings: August 2017 to February 2018**

IM asked for any questions on the minutes. He said that the depth of discussion at Board Meetings shows commitment by the Commissioners to holding the executive to account.

IM asked for details on the differences in accounting methods between FH and FHC. CG explained the various timing issues surrounding receipts of monies and allocation of costs.

ACTION: CEO to provide a narrative report of targets.

CEO was also asked to update the committee on the FaBTest Site Manager role. NA asked if a new device was going to be installed soon, and CEO said that an application was being processed.

b) **Stakeholder engagement process and panel meetings 2018**

IM tabled the suggestion that a member of the Committee has been invited to sit on the Stakeholder Engagement Panel. IM thought a rolling representation would be preferable. CEO said that, as we have a programme of delivering objectives, it would be more useful to limit the number to one or two representatives. It was agreed that IM and NA will cover the meetings.



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c) Draft Annual Report 2017

CEO said he hopes to get a complete draft out by the second week in April.

ACTION: CEO to distribute draft Annual Report when ready.

d) Updated Guidance on Good Governance

IM commended the document to the committee members. He said it is a lengthy but useful document.

CEO said that the guidance requires a “comply or explain” response and invited members to read it and put forward questions about FHC compliance.

NA asked if this exists in addition Modernising Trust Ports and was told that this supersedes that document.

ACTION: Members to submit questions on compliance at next meeting.

Project Updates

6. **a) Port of Falmouth Development Initiative:** Completed.

b) Purpose of car park in Hulls Lane

CEO told the committee that FHC now own the car park and this will allow for more public use of Custom House Quay car park. He added that the part of the car park in front of the harbour office may be used for additional tables in support of the existing outlets.

AO said the pubs need to be more proactive over removing rubbish from the site, as this reflects badly on FHC. Waste management was discussed and reassurance given about the terms of the leases used.

CG said she hopes the public benefit of expanding the outdoor seating area will outweigh the loss of car parking space.

DG mentioned recent car parking issues, and negative publicity. CEO explained some of the difficulties experienced with the new regulation system.

c) Future projects

NA asked when the Crossroads Buoy replacement would be in place; CEO replied that there is a six-week lead time.

CEO mentioned that FH are trying to develop small craft facilities and evaluating a number of options.



Consultations

7. a) Stakeholder Dividend policy

CEO told the committee that FHC has supported a broad range of activities in the past, and we need to plan how to manage it in the future.

CG added that we have not been in a position to make any contributions during the last couple of years, and asked if we should ring-fence an amount now. TT mentioned that we have, in the past, made contributions in an ad hoc manner.

IM pointed out that the Guidance on Good Governance has some very good suggestions about stakeholder dividends.

CG said that we have brought this to the Consultative Committee as the Board were looking for a steer from them. There was a discussion.

IM suggested that the members have a look through the report and come back with their thoughts to him via email.

ACTION: Committee members to email IM with their thoughts re: stakeholder dividends.

b) Website review

CEO asked that committee members review FHC's website and report back to him, as this is very helpful feedback. NA asked if we should include a "What's on in Falmouth" section, for maritime activities. CEO said that we do already have useful links on the front page.

NA mentioned that the town is biggest stakeholder.

ACTION: Committee members to review FHC's website and report to CEO (www.falmouthharbour.co.uk)

c) Feedback on FHC newsletter

CEO said that this started life as an internal document, but has recently been promulgated to committee members. The comments were generally positive about its content but it was requested that email addresses should be hidden on the distribution list.

ACTION: Send out with email addresses "bcc".



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d) Format / content of Annual Public Meeting

CEO said that initial thoughts have been to cover the Stakeholder Engagement Plan and the Port Marine Safety Code (PMSC).

There was a discussion on the format of public engagement; the possibility of having open day was discussed. DG suggested holding it at the Watersports Centre.

ACTION: CEO to distribute programme for Annual Public Meeting to the committee members.

Urgent Business: None.

Any Other Business

The Chairman went round the table, asking for any other items for discussion:

- a) AO reported that her impression was that mooring holders and pontoon residents are not happy with communication between them and the Harbour Office. CG said that it might be useful if the customer surveys feedback was circulated and discussed at the next CC meeting.

NA suggested that the surveys should go in the Annual Report.

ACTION: Circulate information from FH customer surveys to the committee members for discussion at the next meeting.

- b) NA asked how the MoU with Fowey was proceeding. CEO said that we have not had to activate the arrangement but there is comfort in having another pilot boat available.

- c) The members noted that FHC is recruiting a new pilot. IM talked about taking the opportunity of reviewing the Pilot Training Scheme.

- d) IM asked the new committee members their opinion of the meeting:

PG said it has been very useful; TB said it was very enjoyable; JF said it was valuable. He added that one thing the FH could do would be to deal with the half-sunken boats on the pontoons.

- e) DG asked if there had been any pressure on the amenity centre during busy periods. CEO said that, according to visitor feedback, we haven't had any serious issues.

- f) MB mentioned RNLI lifejacket lockers and GDPR issues. He then announced that he had to stand down as he was at the end of his term. He thanked the committee for the last six years and said that he intended to join the Port



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User Group from now on. IM in turned formally thanked him for all his valuable input.

- g) IM mentioned the catastrophe at Holyhead Marina, and the damage to the pontoons. CEO, in reply, said that the winter storms had been challenging but that our infrastructure had stood up well.
- h) IM formally asked Peter Ground and John Frankiss whether they wished to join the Committee and the members if they were content to appoint them. The committee agreed unanimously to appoint both applicants.

9. Date of next meeting

Tuesday 12 June 2018 at 1400 hrs.

The meeting closed at 1615 hrs.