

CONSULTATIVE COMMITTEE MEETING

14.00 hrs on Wednesday 9th June 2010

Attendees:

Ian Munday	Chairman
Mark Sansom	Harbour Master and Chief Executive
Barry Buist	Leisure Services Manager
Morwenna Richards	
Sue Cocks (Minutes)	Leisure Services Account Officer

Apologies:

David Bickle	
David Muirhead	
Peter Morgan	Commissioner

The meeting started with a discussions on numbers needed for a quorum, at the moment it stands at 5, as the committee has 6 members with Mark and Barry as guests. It was discussed a quorum of 3 would be an ideal number with it being referred to the next meeting.

2. Approval of Minutes

The minutes of the last meeting were approved.

3. Matters Arising not Covered Elsewhere

N/A

4. Appointment of New Member

David Muirhead accepted his appointment onto the committee but sent his apologies for this meeting. He will be attending the next meeting.

5. Membership and Terms of Service

The constitution for length of service is clear in the terms is for 3 years and you can have two consecutive terms bringing the total to a maximum of 6 years with this in mind the members to date are as follows:

Name	Appointed	
David Bickle	2005	up for review early next year
Ian Munday	2005	exception as terms of chair like the commissioners
Tim Light	2004	up to review this year
Tony/ Morwenna Richards	2009	treat Morwenna as new appointment
Walter Amos	2003	time expired
Peter Morgan	2001	appointment from the commissioners with nothing in writing of length of service

As far as the other vacancies due, Walter has already expressed his decision to stand down. And Tim's term is up in October this year. Ian suggested staggering the appointment of new members. An advert would go out for all 3 appointments after the September meeting once the wording of the advert has been approved at the meeting with the view for two appointments in December

and then the 3rd appointment in the summer 2011.

Peter Morgan is leaving the board at the end of the year and it was suggested the commissioner's representative be on a rotation appointment every 3 years.

ACTION: Mark S to speak to the board on the rotation of a commissioner representative.

6. FHC Quay Management Proposals

Due to the publicity received about the wooden huts on the quay the board wish to review the options (not that there are many options!) for these huts. Ian's view would to give huts a go until the end of the season and then review them. Early signs are it is working and achieving all the objectives that were set out to achieve in having a proper managed area. The huts are here to stay and we will have to find other or better ways of managing them and what would be aesthetically more acceptable, Ian suggested the bus shelter as an option. This option would have to be consulted with the planners.

Ian asked the question if there were any looming legislation associated with access for wheelchairs/disabled users. Mark stated that POWP haven't adapted in any way so we will take the lead from them.

ACTION: Mark S to consult with the board on possibilities for converting the CHQ shelter.

7. FHC Stakeholder Communications

Ian and Mark discussed about a survey/questionnaire to research a specific aspect, i.e. website leisure feedback form. The commercial stakeholder meeting due in September. The website is split into commercial and leisure sections so each section could have a feedback form. The output from this information could be given to the consultative committee to sift through and gain information. Barry mentioned that a survey which was carried out a six or seven years ago, brought up concerns about wash/speeding from vessels and from that we employed a regulating officer. This would give the consultative committee a task and role that would give an independent and objective view.

Barry will talk about this feedback form with Mark when they next meet about website design.

Information we try and get out to stakeholders is two newsletters a year, the annual report, strategy document and business plan. This format has been amended by the Dept of Transport who wish to have this as one document. It will be put to the board for approval in July and go out in September and hopefully will go the consultative committee before distribution. There is a public meeting in September which gives people the chance to discuss matters in general. Once the meeting has taken place the reports are posted online.

Ian Munday wondered if there was scope for the newsletters to be developed more, Mark said the resources were an issue to produce more information.

Morwenna brought to the meeting the idea of sending information to stakeholders via subscription, the only issue Barry had with that is the administration burden it would impede. Morwenna gets sent various information which some she finds beneficial. Ian Munday said Mylor Yacht Harbour produce a quarterly email newsletter highlighting new facilities, new staff members, special offers etc. Mark said there would be merit to look into this as an option as more and more people have email/internet facilities.

Ian commented on how our website looks, the information is updated and refreshed frequently but the initial design is the same. Mark said the site has 500 hits a month but will look with Barry at budget with getting some website

designers on board.

ACTION: Barry and Mark to meet to discuss the feedback form, subscription newsletters via email and budget for the new website.

8. Port of Falmouth Development Initiative

Mark said there are two sectors to it, funding/master plan element and the consent issues. Docks tenants have been contacted by the master planners with a questionnaire which include different scenarios. Mark said there are interesting times ahead.

9. Regulation Strategy

Talking with the Parliamentary agency about updating the bye-laws and advice we have been given depends on what we want to achieve in global terms. Ian had read the bye-laws and was surprised to what wasn't in them. Mark said there are general directions which are less onerous than bye-laws and maybe more flexible. For example if the speed in the carrick roads was an issue it would be better covered by the general directions than a bye-law. Mark said that what is needed is a consultation exercise that is going to produce some clear idea where regulation is not sufficient at the moment. Mark suggested a regulation incident report from the website.

10. Minutes of Harbour Board Meetings: Feb, March & April

Ian picked up in the April board minutes about the strategic plan on long term views – look ahead 20 yrs and where we see our land and getting better use. Mark and Barry have yet to draw up a plan and present to the board.

ACTION: Mark and Barry to draw up strategic plan.

11. AOB

None

Date of next meeting: **Tuesday 7th September @ 14.00** at the Harbour Office.

Date of **Mark and Ian** to meet: **Tuesday 24th August @ 14.00**