

**MINUTES OF THE BOARD MEETING HELD ON
THURSDAY 13 MARCH 2003 AT 1000 HOURS**

Present: Mr. P.F. Bickford Chairman
Mr. J.P. Bottomley
Mr. P.J. Morgan
Mr. N.J. Offord
Mr. M.R. Orton
Mr. I.S. Pike
Captain M.J. Sansom Chief Executive

In Attendance: Captain M.B. Killingback Deputy Harbour Master
Mrs. B. Jenkins Secretary

Apologies for absence were received from Mr. A.M.B. Bell.

The Minutes of the Board meeting held on Friday 14 February 2003 were approved and signed.

Matters Arising:

Modernising Trust Ports: A Guide to Good Governance:

a. **Harbour Revision Order:** Captain Sansom reported that he had contacted the Department regarding the public advertisement of the HRO but had been advised that the member of staff dealing with our Order was at present on jury service and therefore the matter was on hold.

b. **Draft Strategy Document:** A copy of the draft document had been circulated to members for their observations and comments.

Aims and Policies – Captain Sansom said he had expanded the aims and policies section of the document.

Marine Safety Committee – Captain Sansom explained the new format for this committee which had been formed to replace the pilots operational meetings. It consists of five core members and wider representation will be invited to attend when necessary.

Stakeholder Consultation – Mr. Morgan requested that it be noted in the document that Mr. Watkinson will be replaced on the Consultative Committee in due course.

Captain Sansom will circulate copies of the Strategy Document to the press; Carrick District Council and Falmouth Town Council. A note of the date, time and place of the Stakeholder meeting to be issued as a press release.

A full copy of the document will also be published on the website.

Public Meeting – 27 March 2003: After discussing the format for the meeting it was decided to make a power point presentation; have displays for viewing; questions from the public present and to generally make the evening informal but informative.

Port Marine Safety Code – Falmouth Bay Monitoring: Captain Sansom advised that he had not been able to progress any further on this as he is still awaiting a response to the site sharing application forwarded to the MCA.

Maerl Dredging: Captain Sansom reported that he had recently given another TV interview about maerl. Captain Sansom also advised that he had received an e-mail from the Department asking for details of the statutory powers under which the Commissioners allow for maerl extraction within their area.

After much discussion the Board decided that the sampling study should be progressed as soon as possible. Surveys on the coastal erosion and increased turbidity due to dredging should be pursued but strenuous efforts should be made to control costs.

Review of Pilotage Directions: A paper on the meeting of the sub-committee held recently to consider responses received to the draft copy of “Pilotage Direction No. 5” was tabled together with schedules of comments received and recommended amendments.

The sub-committee would now interview all the objectors explaining the recommended amendments to the Direction, following which a final draft would be issued for approval.

Port Handbook: This is progressing and has reached the design stage.

Waterfront Development: No copies of the scheme yet received from Carrick District Council. The Chief Executive will remind Mr. Winskill.

Town Centre Forum: Mr. Bottomley requested that the Town Centre Forum be advised that Mr. Orton has been appointed as his deputy on the Forum and that dates of meetings and relevant papers be also forwarded to Mr. Orton.

Falmouth Watersports Association: The Minutes of the joint meeting between the Commissioners and the Board of the Watersports Association had been circulated.

Infrastructure: A report on the meeting of the infrastructure sub-committee was tabled. The committee had discussed the present situation and had considered the possible requirements for the future.

The need to re-development the workshops at Grove Place was acknowledged. These are required for the more immediate future and it was felt that there could be a possible starting point at the end of the summer season this year.

The North Quay House development had again been considered as an administration centre with the possibility of expanding the present design to take in the current shower block area as well.

Discussion on the possibility of considering a design/build contract took place and the Board suggested tenders be obtained from Architects for drawing up an initial design and to oversee the complete project from start to finish. Captain Sansom agreed to draw up a tender document for the next Board meeting.

Pilotage Agreement: Captain Sansom reported that the Accountants were dealing with the tax position in respect of the new pilotage agreement. The principles of a new contract had been forwarded to counsel for consideration and advice.

Chief Executive's Report:

The Chief Executive's Report for the period 7 February to 7 March 2003 was received and adopted.

Mr. Morgan asked when the Helston Range Buoy would be repaired. Captain Sansom advised that this is not a navigation buoy but a rendezvous buoy for vessels. Staff are unable to repair the buoy at present due to the inclement weather. It was agreed that the buoy should be removed from station for repairs.

Harbour Master's Journal:

The Harbour Master's Journal was noted and signed.

Finance:

Profit and Loss Account – January 2003: Captain Sansom explained the format for the Profit and Loss Account now incorporated figures for pilotage. Proposed by the Chairman, seconded by Mr. Pike, the Profit and Loss Account for January 2003 was approved.

Enforcement Strategy:

Captain Sansom reported that as the result of a course on policy and procedures regarding enforcement that he had attended recently he had prepared the paper tabled for the Commissioners. Having set a policy in place the responsibility for deciding any enforcement action lies with the Board who have to be accountable for any decision taken.

The Board agreed the proposed policy and procedures. In due course the enforcement policy will be published on the website to make the public aware of the Board's decision.

Adam Gulley – Application for Work Placement:

An application has been received from Adam Gulley for an Industrial Placement with the Commissioners commencing in September 2003. Adam is at present undertaking a degree course at Cardiff University. A paper prepared by Captain Sansom in support of Adam's application was tabled. Adam has worked for the organisation very successfully as a seasonal supervisor for several seasons. The skills he would be bringing with him to the placement would be advantageous to the Organisation.

Correspondence:

Graham Watson MEP – A letter from Graham Watson MEP supporting the Commissioners stance on maerl extraction was tabled.

British Ports Association – Notification of a Trust Port Briefing on 8 May next to be held at the Maritime Museum was tabled. Commissioners wishing to attend to notify the Chief Executive.

Carrick District Council – Planning – A letter was tabled from Carrick planning giving possible options for the proposed replacement workshop/store at Grove Place.

Posford Haskoning – Details of costing involved for carrying out a coastal erosion study at Trefusis Point was tabled and had been discussed under matters arising – maerl dredging.

The meeting ended at 1215 hours.

The next Board meeting will be held on Friday 11 April 2003 at 1000 hours.