



Minutes of the meeting of Commissioners held on Monday 13th November 2023 at 2.00pm in the Harbour Office Meeting Room.

Present: Alison Towler (AT) (Chair), Sarah Unsworth (SU), Darren Longley (DL), Robert Willows (RWil), Chris Lisher (CL), Mike Bowles (MB),

Officers present: Ryan Willegers (RW) (Harbour Master & Chief Executive), Sarah Maynard (Administration Officer).

In Attendance: N/A

1. APOLOGIES FOR ABSENCE

1.1 Paul Harrison (PH), Philip Naylor (PN), John Morrow (JM), Rupert Wagstaff (RWag), Frances Moores (FM)

2. DECLARATION OF INTERESTS

2.1 There were no new declarations of interest.

3. MINUTES OF LAST MEETING (04th SEPTEMBER 2023)

3.1 The minutes were agreed and signed by AT.

4. MATTERS ARISING FROM MINUTES OF 04th SEPTEMBER 2023

4.1 Review of Stakeholder Engagement Process (Agenda Item 6.2) - At the September meeting, RW circulated a report reviewing stakeholder engagement processes for effectiveness and compliance with Ports Good Governance Guidance. The report compared how LHC consults and engages in practice, with the recommendations set out in Ports Good Governance Guidance (PGGG), the Port Marine Safety Code (PMSC), and the requirements of the Lymington Harbour Revision (Constitution) Order 2002 (2002 Order).

The report concluded that LHC complied with the recommendations of the PGGG and PMSC, and the requirements of the 2002 Order. Following consideration by the Commissioners, when it was observed that during previous consultations and open meetings, the impression gained was that stakeholders were happy and that this might be taken as a good indicator that LHC has got its consultation about right, it was agreed to wait for LHAG feedback before finalising the review.

On the 13th October, RWag responded by email indicating that LHAG had no further feedback and “*were happy that the current arrangements complied with and exceeded the requirements of PGGG and the PMSC.*” It was proposed to accept the findings of the review.

Proposed: MB

Seconded: SU

Vote: All in Favour

5. COMMISSIONERS

5.1 Training - CL and JM attended an online PMSC duty holder refresher course run by the British Ports Association on the 3rd November 2023.

6. LYMINGTON HARBOUR ADVISORY GROUP (LHAG)

- 6.1 LHAG Business - RW confirmed that RWag had indicated that LHAG had no matters to raise.
- 6.2 Reappointment of Marina Representative – RWag’s current three-year term of office as the marina representative on LHAG expires on the 05th January 2024. RW confirmed that RWag was eligible to serve a further term and had indicated he would like to continue. Accordingly, RWag has been reappointed for a further three-year term ending on the 05th January 2027. RW explained the process for reappointment and renomination.

7. OFFICERS REPORT

- 7.1 Operations Manager - Commissioners noted the operations report.
- 7.2 Treasurer - Commissioners noted the Treasurer’s report on casual income performance. RW highlighted that the good September and early October weather had contributed to a strong casual revenue performance, which has helped to mitigate the losses in April and July due to very poor weather. October was also boosted by greater berth availability because fewer boats needed to be relocated for the dredging campaign.
- 7.3 Marketing & Communications – Commissioners noted the report from the Marketing & Communications Officer for September and October. AT commented on the increased activity. RW indicated that activity had now turned towards the printed media schedule for 2024. RWil asked if it was opportune to issue a fire safety message in the light of the fire reported under agenda item 8.3. RW indicated that the fire was due to an electrical fault within the console area, something that realistically boat owners won’t have control over. RW thought it would be more relevant to again highlight the risks associated with use of dehumidifiers. Also, recharging of batteries using non-certified chargers. **Action:**
RW

8. SAFETY & PORT MARINE SAFETY CODE (PMSC)

- 8.1 Safety Committee – The minute of the safety review meeting held on the 21st September was circulated for consideration.

RW drew attention to the increase in incidents over the 4-month period May to August inclusive when compared with the same period the previous year, up from 57 to 96. Of these, 62 were categorised as safety incidents, an increase of 14 over the previous year. Non safety incidents saw an increase from 9 to 34 incidents.

The principal area of increase for safety related incidents occurred within the ‘collision stationery object’ category where incidents increased from 5 for the same period in the previous year to 14 this year. Of these, 10 were low speed incidents which occurred while berthing.

The significant increase in ‘non safety’ incidents occurred in the ‘tampering’ (1 to 7), ‘Other’ (0 to 19) and ‘theft’ (2 to 5) categories with youths committing anti-social behaviour or tampering with and/or stealing tenders a significant factor, with 25% of all incidents related to some form of anti-social behaviour.

CL noted the ‘Other’ category had 19 incidents and asked if there should be further classifications in the table. RW indicated that LHC already went into a much greater level of breakdown than most harbours and felt that creating more categories would be unproductive as the text explained the diverse incidents that were classed as ‘Other’. Following discussion, it was agreed that if anti-social behaviour became a persistent problem, it would be helpful to itemise this separately in future.

8.2 Oil Spill Response Plan (Tier 2 Response Exercise) – Commissioners noted RW’s report on the recent tier 2 oil spill response exercise and boom deployment. A copy of the post exercise report compiled by the contracted professional responders Adler & Allen was also circulated with meeting papers. RW indicated that for readers not involved in the incident or industry, it would have been helpful if the abbreviations had been defined. RW indicated he would ask Adler and Allen if they could reissue with definitions. **Action: RW**

8.3 Fire Incident – Commissioners noted RW’s report on a serious incident in the river on the 22nd October whereby a leisure vessel caught fire. The incident triggered an emergency mobilisation of off duty LHC officers, Hampshire Fire & Rescue Service, HMCG, the RNLI and the Police. RW indicated that a post exercise debrief with LHC officers, the RNLI and HMCG concluded that although there were a few learnings to follow up on, the incident response which tested most areas of LHC’s emergency response plan, was very successful.

AT indicated that LHC had just become aware of a letter published in the current edition of the Advertiser and Times expressing dissatisfaction that the burnt-out hull had not been immediately taken somewhere where it could be taken out of the water to minimise the pollution risk. RW provided a full explanation of the reasons behind the response actions, including confirming that the pollution risk was minimal and that it was not practical, safe or appropriate to tow the vessel to a local marina hoist dock facility. It was agreed that RW would provide the Advertiser and Times with the explanations. **Action: RW**

SU asked if the minutes could reflect that the incident response team were a credit to the Commissioners and that this was passed on. The Commissioners concurred. **Action: RW**

9. NEW DAVIT FOR COMMERCIAL QUAY

9.1 Commissioners noted RW’s report setting out progress on the installation and commissioning of the new davit. The davit was now installed and was awaiting electrical connection. AT asked if the fishers were happy. RW indicated he had not received any feedback since the installation, but they were certainly pleased when LHC approved the project to install a davit which was at their request.

10. AOB

10.1 There was no other business in the public section of the meeting.

11. DATE OF NEXT MEETING & 2024 MEETINGS

11.1 The next meeting is at 14.00 hours on Monday 15th January 2024. The agreed meeting dates for 2024 are:- 15th January, 11th March, 13th May, 15th July, 2nd September and 11th November.