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## Harbour Master & Chief Executive - Board Report & Agenda Guide

Monday 9<sup>th</sup> May 2022

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### PUBLIC SESSION

#### 1. APOLOGIES FOR ABSENCE

1.1 No apologies received at time of writing.

#### 2. DECLARATION OF INTERESTS

2.1 **Action: Commissioners to declare at meeting**

#### 3. MINUTES OF LAST MEETING (14<sup>th</sup> MARCH 2022)

3.1 **Action: Commissioners to agree at meeting**

#### 4. MATTERS ARISING FROM MINUTES OF 14<sup>th</sup> MARCH 2022 (NOT COVERED ELSEWHERE)

4.1 Replacement of Eastern Wavescreen (Agenda 4.5) – A practical completion certificate has now been issued by LHC's consulting engineer. Some touch up painting to the piles is required (normal after driving operations) and this will be completed during the retention period.

#### 5. COMMISSIONERS

5.1 PMSC Duty Holder Training – Robert and Darren attend a BPA Duty Holder courses on the 16<sup>th</sup> June and 28<sup>th</sup> November respectively. If anyone would like to attend a refresher on either of those dates, please let me know and I will look when released.

#### 6. LYMINGTON HARBOUR ADVISORY GROUP (LHAG)

6.1 **Action: Mr Wagstaff to bring forward any matters LHAG wish to raise in the public section of the meeting.**

#### 7. OFFICER REPORTS

7.1 Operations Manager Report – The operations report is circulated with meeting papers. **Action: Questions invited.**

7.2 Treasurers Report – The Treasurer's casual income report is circulated with the meeting papers. Note: Management accounts and yield report considered 'In Committee'. **Action: Questions invited.**

7.3 Marketing & Communications Report – The marketing and communications activity report is circulated with the meeting papers. **Action: Questions invited.**

#### 8. SAFETY & PMSC

8.1 Trinity House Lighthouse Service Inspection of Marks – On the 08<sup>th</sup> March 2022 an officer of THLS inspected the aids to navigation under the management of Lymington Harbour Commissioners and found them to be in good and efficient order.

- 8.2 PMSC 2022 Compliance Audit – An external audit to verify that LHC’s Safety Management System is working effectively and is compliant with the provisions of the Port Marine Safety Code (PMSC) was undertaken in April by our appointed Designated Person, Mr Montgomery Smedley (ABPmer). As part of the audit, Mr Smedley spent time on the water with the Senior Harbour Officer to verify operational practices with standard operating procedures and met with Philip Naylor as a newer Commissioner to review induction processes. Following the audit, Mr Smedley also met with Chris Lisher in his capacity of Chairman of the Safety Committee.

I am pleased to report that Mr Smedley has concluded that LHC’s safety management system has complied with the provisions of the PMSC over the previous twelve months. A copy of his report has been circulated with the meeting papers. Mr Smedley (ABPmer) will attend the public section of the meeting to present his audit findings to Commissioners and provide an opportunity for questions.

The audit report made 4 observations with associated recommendations. These will be considered and worked on over the next twelve month period.

- 8.3 Marine Safety Management Plan (MSMP) and Safety Management System (SMS) - As part of a formal annual review and taking account of any observations arising from the PMSC audit, the MSMP and SMS have been updated. A tracked change copy of the updated version (v16) is circulated for Commissioners approval. **Action: Formally minute the outcome of the audit and adopt the updated Marine Safety Management Plan (v16 dated 9<sup>th</sup> May 2022).** Note: Changes to Environment Policy (p46) are proposed by the Environment Committee following their meeting on 23<sup>rd</sup> March 2022

## 9. HARBOUR DEVELOPMENT PLAN

- 9.1 A twelve week public consultation on the draft Harbour Development Plan commenced on the 4<sup>th</sup> April 2022. The plan was issued directly to Lymington Harbour Advisory Group, the principal organisations on the river, all LHC resident and long-term visitor mooring licence holders and all persons on LHC’s waiting list for a mooring. It has also been published on LHC’s website, through our social media channels and in the Advertiser and Times who have also written an article. Lymington and District Chamber of Commerce and Lymington.com also drew attention to the consultation in their electronic newsletters.

LHAG are due to meet on Wednesday 11<sup>th</sup> May to discuss their response to the consultation and the Chair and I have been invited to attend to answer any questions.

## 10. AOB

- 10.1 **Action: Commissioners to raise any AOB**

## 11. DATE OF NEXT MEETING

- 11.1 Monday 11<sup>th</sup> July 2022 @ 14:00 hours.