



Minutes of the meeting of Commissioners held on Monday 15th January 2024 at 2.00pm in the Harbour Office Meeting Room.

Present: John Morrow (JM) (Acting Chair), Sarah Unsworth (SU), Darren Longley (DL), Robert Willows (RWil), Chris Lisher (CL), Mike Bowles (MB), Paul Harrison (PH), Philip Naylor (PN)

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

In Attendance: Rupert Wagstaff (RWag)

1. APOLOGIES FOR ABSENCE

1.1 Alison Towler (AT)

2. DECLARATION OF INTERESTS

2.1 There were no new declarations of interest.

3. MINUTES OF LAST MEETING (13th NOVEMBER 2023)

3.1 The minutes were agreed and signed by JM.

4. MATTERS ARISING FROM MINUTES OF 13th NOVEMBER 2023

4.1 Marketing & Communications (Agenda 7.3) – The action point to again highlight the fire risks associated with improper use of dehumidifiers to Dan Bran berth holders was completed on the 18th December 2023. The opportunity was also taken to highlight the risks of recharging lithium-ion batteries using chargers that are not provided or approved for use by the manufacturer of the item being recharged.

4.2 Oil Spill Response Plan - Tier 2 Response Exercise (Agenda 8.2) – The action point to ask Adler & Allen to clarify the abbreviations used in their post incident report on the Tier 2 was completed on the 15th November 2023 and the revised report circulated.

4.3 Fire Incident (Agenda 8.3) – Following a letter in the Advertiser and Times which was critical of part of the incident response to a serious fire on a vessel on the 22nd October, RW provided the Advertiser and Times with a full explanation of the reasons behind the response actions. This included confirmation 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.

5. COMMISSIONERS

5.1 Training - PH attended an online PMSC duty holder refresher course run by the British Ports Association on the 1st December 2023. JM mentioned that he had not received the certificate confirming his attendance on the 3rd November. RW agreed to follow up. **Action: RW**

- 5.2 Commissioner Appointment - On the 30th April 2024, PH's first three year term as a Commissioner will come to an end. PH indicated his desire to serve a second term in accordance with LHC's constitution. It was proposed to reappoint PH for a second 3 year term commencing on the 1st May 2024.

Proposed: CL

Seconded: SU

Vote: All in Favour

6. LYMINGTON HARBOUR ADVISORY GROUP (LHAG)

- 6.1 LHAG Business – RWag confirmed he will arrange a LHAG meeting for March and will target a second meeting for later in the year to coincide with LHC's planned consultation on a refresh of the Strategic Plan.

7. OFFICERS REPORT

- 7.1 Operations Manager - Commissioners noted the operations report. RWil asked if LHC recovered costs associated with the boat that sunk on its moorings due to heavy rain and a faulty bilge pump. RW confirmed that LHC recharged labour and towage costs incurred at the published rates.

- 7.2 Treasurer - Commissioners noted the Treasurer's report on casual income performance. As a result of a better than expected performance from visitor and long term visitor revenues from September onwards, casual revenues are now forecast to be 3.9% above budget at year end.

- 7.3 Marketing & Communications – Due to absence through ill health, RW indicated the Marketing & Communications Officer has been unable to produce a report for the January meeting. RW confirmed that most of the 2024 printed media was 'in hand', as was preparatory work to identify priorities from the updated marketing plan subject to approval under agenda item 16.1.

8. SAFETY & PORT MARINE SAFETY CODE (PMSC)

- 8.1 Safety Committee – RW confirmed the next review meeting will be held on the 26th of January.

- 8.2 Prosecution (Mr Harry Ellens) - On the 1st December, RW attended Southampton Magistrates Court for a prosecution hearing brought under the Lymington Harbour General Directions 2014 for a failure to report a collision within the prescribed timeline. Mr Harry Ellens admitted the offence and was ordered to pay £120 fine and £380 costs, totalling £500. The Lymington Times also published an article in connection with this incident which will hopefully act as a deterrent to others failing to report incidents.

- 8.3 Port Waste Management Plan Audit – On the 13th December 2023 an officer of the Maritime and Coastguard Agency attended to undertake a compliance audit of LHC's Port Waste Management Plan. RW reported that LHC received a clean bill of health with everything found to be in order.

9. AOB

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

10. DATE OF NEXT MEETING & 2024 MEETINGS

- 10.1 The next meeting is at 14.00 hours on Monday 11th March 2024.