

Minutes of the meeting of the Commissioners held on Monday 23rd September 2019 at 2.00pm in the Lymington Town Sailing Club, Bath Road, Lymington.

Present: Richard Jenner (Chairman) (RJ), Alison Towler (AT), Jane Challener (JC), Paul Martin (PM), Andrew Richards (AR), Tim Harford (TH), Bob Mitchell (BM), Chris Lisher (CL)

Officers present: Ryan Willegers (RW) (Harbour Master & Chief Executive), Sarah Maynard (SM) (Administrator)

In Attendance: Rupert Wagstaff (RWag) (LHAG)

1. APOLOGIES FOR ABSENCE

1.1 Bill Peach (BP)

2. DECLARATIONS OF INTERESTS

2.1 No interests were declared.

3. MINUTES OF THE LAST MEETING

3.1 The minutes of the meeting of the 15th July 2019 were approved.

4. COMMISSIONERS

4.1 RJ reported that BM and TH will complete their first three-year term of office on the 31st October 2019. Under LHC's constitution, both were eligible to serve a second term and both had expressed a desire to do so. It was proposed to reappoint BM and TH.

Proposed: RJ

Seconded: AR

Vote: All In Favour

5. MATTERS ARISING

5.1 Safety Review Meeting (Agenda Item 7.1) – At the July meeting a question was raised whether RLymYC and LTSC had followed up their action point from the river users safety meeting on the 1st March to make reference in their event safety briefings / instructions to allow extra room around the ferries, pending conclusion of the MAIB investigation into the W Class engine failures and while interim engine settings were in operation that create more wake. RW had written requesting an update on the 24th July. On the 25th July, LTSC confirmed by email that they had implemented this. RLymYC belatedly confirmed by email on the 23rd September that they had also implemented notification into their dinghy event safety briefings during the season. RW to follow up to check in all event briefings going forward. **Action: RW**

6. LYMINGTON HARBOUR ADVISORY GROUP (LHAG)

6.1 LHAG Awareness – RW confirmed that the following initiatives to raise awareness of LHAG had been implemented since the previous meeting:-

- a dedicated email address – info@LHAG.co.uk had been set up and publicised on the LHC website, through a newsletter and through the leaflets/banner mentioned below. It will be monitored by the LHAG Chairman.
- a 'Have Your Say' leaflet has been produced in liaison with the Chairman of LHAG explaining the role of LHAG and how to contact them. The leaflet is displayed on the harbour office counter and copies have been circulated to LHAG.

- a 'Have Your Say' banner has been produced that mirrors the message in the leaflet. This was used at the Lymington Seafood festival (with leaflets) and will also be used at other events such as the annual public open meeting. It was intended to also rotate this banner with others at the foot of the stairwell to the Harbour Office.
- An article entitled 'Have Your Say' was published in the Harbour newsletter for July.

RWag thanked the Commissioners for the work done to improve awareness of LHAG's role in the running of the harbour. JC suggested publicising LHAG's role on Facebook. **Action: Marketing & Communications Officer**

6.2 LHAG Meeting – RWag reported that LHAG's next scheduled meeting is Tuesday 24th September.

6. OFFICERS REPORTS

6.1 Harbour Masters Report - Questions were invited on the items within the report that were not listed for consideration as an agenda item. No questions arose.

6.2 Operations Manager Report – RW referred to the report and commented on the visitor and temporary mooring statistics. Key points were that visiting boat numbers were up by 8.6% in July and down by 6.1% in August. Year to date visitor numbers were down by 2.1% overall, a good result considering last year's record breaking summer weather and visitor numbers. The 2019/20 budget had been reduced in anticipation of this. Temporary moorings use was up in July (+13.5%) and August (+11%) helped by the release of some additional visitor mooring buoys after taking account of 2018 utilisation levels. RW invited questions on the remaining element of the report.

RW indicated he would give a briefing on this in the LHAG section of the meeting.

6.3 Treasurers Report - RW highlighted that visitor and temporary mooring income reflected the movement in numbers described in the Operations report save for some variances due to yield. This was particularly the case in July when revenues increased by 21.5%. Year to date visitor income was up by 2.93% helped by a 2.4% increase in charges and higher yields offsetting the decrease in volumes. Temporary mooring income increased by 16.6% (July) and 12.2% (August) reflecting the uplift in allocated licences and improved yields. Slipway income followed the trend of visitor moorings with good growth in July followed by a fall in August. YTD slipway numbers saw a reduction in daily vehicle assisted and dinghy launch permits being offset by revenues collected from paddleboards/kayaks etc. Landing fees saw a fall of 95.6% due to the cancellation of a Gosport Ferries cruise trip (adverse weather) and timings related to the declaration and invoicing of another trip (invoiced in September). Landing charges YTD were also affected by invoice timings with Puffin Cruises being invoiced in September.

RW asked if there were any questions on the Treasurers YTD Profit and Loss report which showed that LHC were on track to meet the budgeted financial targets. No questions arose.

8. SAFETY & PORT MARINE SAFETY CODE (PMSC)

8.1 Safety Meeting – RW reported that the next scheduled four monthly safety review meeting will be held on the 25th September 2019.

AR noted that Commissioners would not receive the safety meeting minutes until the November meeting and asked if there were any significant safety events that the Commissioners needed to be aware of. RW indicated that there were no serious incidents to report and that overall safety incidents for the reporting period May to August were marginally lower than the previous year. RW also reported that the Maritime and Coastguard Agency had approved Wightlink's plan to bring the W Class ferries out of mitigation following the implementation of interim mitigation measures as part of the MAIB led investigation into the engine failures that occurred in 2018. Wightlink had yet to advise RW what the plan entailed but had advised that it would

take some months to fully implement. The MAIB had yet to publish its report into the causes of the engine failures.

- 8.2 Designated Person – RW reported that quotations had been sourced from two providers of ‘Designated Person’ services which had been the subject of good references from other south coast harbour authorities. Both proposals were circulated to Commissioners together with a separate paper providing more detailed information in relation to the interview process and a recommendation for appointment. It was proposed that Mr Monty Smedley of ABPmer be appointed as Designated Person for a term of 3 years from the 1st November 2019. **Proposed: CL** **Seconded: AT** **Vote: All in Favour**
- 8.3 Oil Spill Response Exercise – RW reported that a Tier 2 Desk Top exercise incorporating a boom deployment has been scheduled for the 2nd October 2019. Relevant agencies and key operational stakeholders have been invited to participate. The incident scenario was a spill involving the Berthon refuelling station.

9. STRATEGIC PLAN

9.1 The eight-week public consultation on the Strategic Plan which ended on the 1st July 2019. Commissioners had given careful consideration to the feedback received and responses had been provided where appropriate. Key feedback themes included:-

- The importance of providing value for money.
- The need to enable and support the activities of stakeholders including the encouragement of leisure activities, trade and business in the harbour.
- The need for harbour development to be sustainable and sympathetic to preserving its character.
- The need to strike a commercial balance in the river.
- The importance of continuing to monitor salt marsh erosion rates to inform financial planning for future phases of breakwater construction to protect the harbour.
- The desire to continue to investigate and develop options to beneficially re-use mud dredged from the harbour in order to try and slow down salt marsh erosion.
- Support for LHC’s strategic objective to develop existing and generate new partnerships with local businesses.
- Support for LHC’s communications policies and the importance of being as open and transparent as possible, subject to commercial sensitivities.
- Support for the objective to investigate options to improve the Bath Road slipway in conjunction with the key user groups.
- The importance of keeping abreast of NFDC/Environment Agency work to increase the height of flood defences in response to predicted sea level rises and the associated implications for the harbour.
- Support for the objective to improve the infrastructure for the commercial fishing fleet.
- The need for the harbour to be responsive to changing trends in leisure boating.

Having taken account of the feedback received, the Commissioners agreed changes to the plan to improve clarity and strengthen existing objectives and policies in some areas. The LHC Chairman and Chief Executive subsequently met with the LHAG Chairman and Leisure Users Representative to go through LHAG’s feedback and to provide details of the proposed amendments to the plan. Following that meeting, on the 27th August the LHC Chairman wrote to LHAG setting out the Commissioners comprehensive comments on LHAG’s feedback and enclosing a copy of the amended Strategic Plan (v4) which the Commissioners will be invited to adopt.

RW asked RWag if he would like to comment on the meeting and the amendments made to the strategic plan. RWag indicated that LHAG were pleased with the changes to the plan that had been made to reflect their consultation feedback. RWag asked if LHC would be publishing consultation responses. RW indicated that he was planning to follow the same approach as 5 years ago and publish a summary of the key feedback points with the publicity confirming adoption of the plan. **Action: RW**

It was proposed to adopt Strategic Plan (v4) for publication on the 1st October 2019.

Proposed: PM

Seconded: JC

Vote: All in Favour

10. TOWN QUAY PROJECT

- 10.1 New Washrooms – RW reported that on the 12th August NFDC commenced a 6 week public consultation on proposals to upgrade facilities at Town Quay. The consultation summarised the LHC objective to improve the washrooms for visiting yacht crews, the NFDC objective to renew the public toilet facilities and also Lymington and Pennington Town Councils objective to enhance the surrounding quayside. The consultation which ends on the 23rd September also set out a clear timeline and process for subsequent community engagement (concluded by December 2019), the required planning application (January/Feb 2020) and for works to start (Autumn 2020). RW understood that NFDC had employed a specialist company to interpret the results.
- 10.2 Power/ Water Supply – RW reported that an agreement in principle has been reached with NFDC on the trenching route to get a power and water supply to the new pontoon as the route crosses their land. An agreement on heads of terms for the supporting legal agreement has also been reached and a draft had been submitted to NFDC's legal department for their input prior to finalising.

A separate wayleave agreement will be required by Scottish and Southern Electricity Networks (SEN) for their cable route as far as the new meter cabinet. SEN have quoted a cost of £722.00 to lay their cable and an order has been placed. SEN had been asked to work to the 14th/15th November for installing their cables albeit this may need to be adjusted once the trenching tenders come in and their project timelines are reviewed.

Mayhew Callum Ltd (engineering consultants) had been engaged to produce design drawings for the trenching/conduits for NFDC approval and to incorporate into tender documents for the ground works. Mayhew Callum have also been engaged to manage the tender process. Three contractors had been invited to tender for the ground works with a tender return date of the 25th September. RW will advise the Finance Committee of the cost of the preferred tender before placing an order. **Action: RW**

11. BUSINESS DEVELOPMENT/COMMUNITY BENEFIT

- 11.1 Website – RW indicated that design work on the new website had been completed and the Marketing & Communications Officer was in the process of populating content with the aim to go live w/c 30th September to coincide with the October newsletter. **Action: RW**

The new website features a fresh modern look and will incorporate features for online booking, invoice payment and customer surveys. It also uses a new content management system which will enhance the user experience on mobile devices.

- 11.2 Lymington Sea Food Festival – LHC attended the Lymington Seafood Festival on the 10th and 11th August 2019 despite very challenging weather conditions on the Saturday, when strong winds forced a late start. RW thanked the Commissioners and Officers who helped staff the stand. Feedback received was that there was good engagement on both days and that LHC's presence had contributed to the strategic objective to improve awareness of LHC's role in the Community.

On both days, Hampshire and Isle of Wight Wildlife Trust also had a presence on LHC's stand. RW indicated that they had subsequently written to express their thanks and express a desire to repeat in future. It was proposed to ask the Business Development Group to consider whether LHC should participate again in 2020, either as a sponsor or just through renting stand space when they meet later in the year. **Action: BDG**

- 11.3 Lymington - Keyhaven Nature Reserve Open Day – RW reported that LHC contributed £300 towards the costs of running this event which took place on Sunday 15th September. Lymington Yacht Haven also made a £300 contribution. This annual event is run by Hampshire and Isle of Wight Wildlife Trust and Hampshire County

Council. LHC's sponsorship was recognised on the event publicity and we were also able to display a banner highlighting the work that LHC have been doing to beneficially use mud dredged from the river to try and slow down erosion at Boiler Marsh.

12. **AOB**

12.1 RJ congratulated RW on his appointment to the UK Harbour Masters Executive Council to represent UK small port interests. RW thanked RJ and noted that Wendy Stowe of Beaulieu had also been appointed.

13. **DATE OF NEXT MEETING**

13.1 Next Meeting - The next meeting will be held on Monday 18th November 2019.