



## **Minutes of the meeting of Commissioners held on Monday 12<sup>th</sup> September 2022 at 2.00pm in the Lymington Town Sailing Club**

**Present:** Alison Towler (AT) (Chair), Jane Challener (JC), Philip Naylor (PN), Paul Harrison (PH), John Morrow (JM), Darren Longley (DL), Robert Willows (RWil), Mike Bowles (MB)

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

**In Attendance:** Rupert Wagstaff (RWag) (LHAG)

### **1. APOLOGIES FOR ABSENCE**

1.1 Tim Harford, Chris Lisher

### **2. DECLARATION OF INTERESTS**

2.1 There were no new declarations of interest.

### **3. MINUTES OF LAST MEETING (11<sup>th</sup> JULY 2022)**

3.1 The minutes were agreed and signed by AT.

### **4. MATTERS ARISING FROM MINUTES OF 11<sup>th</sup> JULY 2022**

4.1 Agenda Item 8.3 Reappointment of Designated Person – In line with the resolution of the July meeting, Mr Montgomery Smedley (ABPmer) has been reappointed as Designated Person for a further 3 year term.

### **5. COMMISSIONERS**

5.1 TH comes to the end of his second and final term of office as a Commissioner on the 31<sup>st</sup> October 2022. On behalf of the Commissioners AT and RW thanked TH for his service over the last six years, and in particular recognising his two years as Chair over the height of the pandemic where his wise counsel was very much appreciated.

5.2 It was proposed that RWil who was currently appointed as a co-opted Commissioner, be appointed as Commissioner for a three year term commencing on the 1<sup>st</sup> November 2022.

**Proposed: JC**

**Seconded: JM**

**Vote: All in Favour**

### **6. LYMINGTON HARBOUR ADVISORY GROUP**

6.1 RWag reported that there was no business from the Lymington Harbour Advisory Group.

### **7. OFFICERS REPORT**

7.1 Operations Manager - Commissioners noted the operations report. AT commended the actions of harbour staff when responding to recent incidents including a cardiac arrest, stroke and injuries received as a result of a fall. In one case the defibrillator was used to treat a cardiac arrest victim until the arrival

of the emergency services. AT highlighted the importance of the first aid training provided to LHC staff to enable them to respond in a professional manner.

- 7.2 Treasurer - Commissioners noted the Treasurer's report on casual income performance. JM asked what slipway revenues were comprised of. RW indicated that revenues were derived from a combination of annual permits for hand and vehicle launches and daily launch permits. Revenues from annual permits sold by the two clubs on behalf of LHC were also included.

## **8. SAFETY & PORT MARINE SAFETY CODE (PMSC)**

- 8.1 Safety Review – Commissioners noted the minutes of the officer safety review meeting for the four-month period May to August inclusive. Overall incident numbers had fallen from 67 to 57, a five year low.

AT noted that speeding incidents had doubled from 5 to 10 over the previous year, and were the highest since 2018, with some of these incidents being picked up by harbour patrols when on late evening patrols. The Commissioners noted that two of the incidents were serious and that prosecutions were progressing following legal review. Late evening patrols would continue to be periodically used to catch offenders who might think they can get away with speeding outside of normal working hours. RWil asked about potential opportunities to use a drone to identify offences and as a means of gathering evidence. It was noted that this would need additional trained resource as enforcement will still need to be carried out in person by harbour patrol officers.

RWil asked for information on the risk assessment review process for the new barge winch. RW confirmed that the risk assessment and safe operating procedures would be reviewed with operating staff and the Operations Manager following receipt of instruction during the commissioning process. This was in line with LHC's procedures for staff carrying out activities to be involved in the assessment of risks and the review of safe operating procedures.

- 8.2 Port Waste Management Plan – Commissioners noted that LHC's Port Waste Management plan has been re-approved by the MCA for a further 3 year term following an update.

## **9. AOB**

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

## **10. DATE OF NEXT MEETING**

- 10.1 Monday 14<sup>th</sup> November 2022 @ 14:00 hours.