

# **NORTH BERWICK HARBOUR TRUST ASSOCIATION**

**Wednesday 20 June 2007 @ 7.30pm, Council Chambers,  
North Berwick**

## **Minutes**

### **Present:**

Gerry Hughes	Chairman
Jackie Tagg	Secretary
Stewart Auld	
Derek Braid	
Ken Burchell	
Colin Cumming	
Alison Hall	
Jane McMinn	
David Reid	
Cameron Small	
Bruce Todd	

### **Apologies:**

John Hookway  
Gary Lawson  
David Lumbard  
Benjie Pearson  
Jim Sandison

**Circulation:** As above plus NBHTA Web Site ([www.nbharbour.org.uk](http://www.nbharbour.org.uk)) and NB Library

### **Thanks and acknowledgments**

**Gerry formally acknowledged that the Management Agreement [between the NBHTA and the East Lothian Council] was finally signed on 1 June 2007. He acknowledged the efforts made to get this far.**

**Specifically he thanked Bruce Todd who did a huge amount of work. He also appreciated the great work done by Derek Braid. Helen Bruce and Eamon John from ELC had been very pro active and their involvement was welcomed.**

**Gerry went on to report that the Management Agreement had included all items required by the NBHTA. There was only one point still to be resolved and that is of the land that the Scottish Seabird Centre sits upon. For the time being this land is not included in the Management Agreement.**

**However it is still the intention of the NBHTA to seek the inclusion of this land.**

Gerry asked that the meeting to agree that the current officers continue to discuss issues with ELC. Any decisions would of course be taken by the full NBHTA.

**1. Apologies**

Noted

**2. Minutes of meeting of 28 March 2007 and matters arising  
[meeting of 30 April 2007 was cancelled]**

The issues relating to Jet Skis launching from the beaches were discussed. It had been noticed that the notice banning jet skis had been removed. It was important that the Harbour Master be given clear instructions.

It was agreed that Jet Skis can be launched but they must be mindful of other users i.e. limit their speed in the confines of the harbour area and fairway. Also they should confine their activities away from the West and East bays so as not to disturb others users. It was also agreed that they should pay the same launching fees as other boats.

As previously mentioned the land that the SSC stands on is still under review in terms future ownership. A meeting with the ELC and SSC will be held to discuss further.

Health & Safety report – The ELC have now reported to the NBHTA [at a meeting on 14 June 2007] that a current and up to date H&S report has not been produced. A report on the harbour, including reference to the points raised in our Fabric Report, is to be produced by ELC Engineer, Murray Hutchinson in the near future. As H&S is a top priority H&S will be included as part of this inspection. No timescale has been given as yet.

The NBHTA is in process of writing to all interested parties to give an update on NBHTA progress.

Galloways Pier – ELC have now seen the photographs taken since the work carried out to rectify the problems. NBHTA views and concerns about the effectiveness of this work have also been made clear. ELC have advised the NBHTA that the Crown Commissioners only own the ground on which pier stands. ELC own the actual pier and pay rent of about £100 p.a. to the Crown Commissioners.

The last walk round of the Harbour Management Committee [prior to disbandment] was in April. There were a number of points that were sent to Bill Axon for action. However no further information has been forthcoming.

Amendment – Final page. The Kayak Club presently use old changing rooms for storage not changing.

**Minutes Proposed: David Reid**

**Minutes Seconded: Stewart Auld**

**3. ELC Feedback [Bruce Todd]**

Bruce updated the meeting about the meetings held with representatives of NBHTA and the ELC.

SportsPlus, the department of ELC with the responsibility for Harbours, is now in the process of converting to a trust. Harbours are not included in this process. As a result the ELC contact people have changed and several meetings have been held to get everyone up to speed.

Eamon John, Murray Hutchinson and Helen Bruce spent time on 29 May actually looking at the Harbour area. The plan was to sign the Management Agreement on 31 May. However there were some issues and Bruce Todd was called at short notice to help move things forward.

A subsequent meeting in Haddington resolved some issues and the Agreement was finally signed on 1 June in the North Berwick ELC offices.

Since this signing an inaugural meeting of the joint partnership was held on 14 June 2007 in the Council offices. Attendees were Helen Bruce and Bill Gardener, representing ELC and Bruce Todd, Derek Braid, Alison Hall and Jackie Tagg, representing the NBHTA.

These meetings will be held regularly to ensure the partnership works effectively and that the NBHTA learns about current processes and procedures. The meetings will be attended by three or four NBHTA Officers.

On 1 July the ELC will pay the first monies for harbour dues over to NBHTA. However it was noted that not all fees had been collected.

NBHTA will work with ELC to collect all fees. NBHTA has been given a list of boat owners. This list is subject to data protection regulations.

Bruce also reported that he had asked for the grant that NBHTA will receive from ELC to be itemised in order that we have an understanding of what is included.

The meeting of 14 June also discussed:

- H&S report – as previously mentioned ELC do not have an up to date report, but will be rectifying this.
- Dinghy park allocations – agreed NBHTA can make proposals
- Harbour Master duties and the way the Harbour Manager will support and manage
- Life Saving Equipment checked by the Harbour Master including East and West beaches - Agreed that this would continue.
- Old swimming pool buildings [ELC and NBHTA had inspected some of these on 20 June]. NBHTA requested new doors, power and lighting to be installed – Helen would look at the possibility with the appropriate departments.
- Maintenance of current services by ELC i.e. lighting, refuse collection – the status quo is likely to continue.
- ELC was reminded that beach cleaning would be expected to cover all areas coming under control of NBHTA
- ELC agreed to provide details of all tenants and leases
- Communication processes have yet to be agreed
- Harbour Master telephones – ELC have this in hand
- Computer equipment was also requested and Helen would investigate with ELC IT.

- The timescale for the revision order was discussed – since then ELC have suggested we need to form a Trust in first instance. However it has been agreed that ELC and NBHTA need to work together.
- It was noted that the moorings panel had been disbanded as it was part of the Harbour Management Committee. 2 applications for extensions to moorings were handed to NBHTA for action.
- NBHTA would be issuing press releases to keep the public up to date.
- It was of concern that there is no first aid kit at harbour and no spares for life rings/life belts. **Gerry will attend to this week.**

#### **4. Report back from Harbour Management Team (Gerry Hughes)**

Activities of the Harbour Management Team kicked off on 1 June as the Management Agreement had been signed.

The Harbour Master now works prescribed hours which are posted at the Harbour Office. He also now wears a uniform which clearly identifies him. The Harbour Master is still an employee of ELC however any comments should go through Gerry, the Harbour Manager.

It had been agreed that the original Harbour Master telephone number of 01620 89333 would be arranged as this is widely known. There will be an answer machine and a mobile telephone linked to this number.

A new sign would be arranged clearly identifying Harbour Office on door to avoid confusion with the residential property adjacent that has the same colour door.

In the Harbour Office there was now a: daily log book, weather, incidents book, Harbour Master hours, Harbour Management Team schedule [one of them is in attendance every day], telephone log, chart. A First Aid Kit will soon be available.

- A big tidy up of the harbour area has already started:
- 4 trailers of rubbish had been taken to the dump
- one trailer of items to storage
- plans have been made to remove tyres
- new hinges have been put on the hose cupboard door

Various other activities will continue to improve the look and safety of the harbour area.

As from Monday 25 June the Harbour Master will have task specific duties issues on a daily basis. This will help co-ordinate and prioritise activities.

Ken Burchell has helped produce a list of metal items needing repair. This is now with a blacksmith for action. ELC have approved the list and the work will now be carried out.

Jim Sandison has looked at the dinghy park to review the dinghies in place against the list from ELC.

SEPA had been at the harbour with regard to oil spillage. There were 2 concerns: oil being pumped out in the harbour and batteries in harbour. The batteries have now been removed. The Harbour Master is monitoring oil spillage and will approach any boat owner as appropriate.

It was agreed that the Harbour Management Team would look at moorings policy [Wednesday 27<sup>th</sup>] for full NBHTA to consider.

CCTV – The Scottish Seabird Centre have asked the Yacht Club, Granary and NBHTA to support the installation of CCTV at harbour with SSC. The Community Council are also looking at funding for CCTV in the town. Derek has asked for further information: cost, process and logistics and will report back to the NBHTA. It was agreed that the Harbour Management Team to look at this once more information known.

A priority is now for the Harbour Master to have a proper workshop and equipment. Currently Dougie uses his own store. It is hoped that one of the old swimming pool rooms might be made available and ELC are looking at this option.

#### **5. Finance and Controls [Alison Hall]**

The NBHTA Bank Account is now up and running. £500 is in the account, but there are some small bills to pay. Gerry will organise for ELC to pay all bills for expenses incurred prior to 1 June.

Procedures and systems will be built up over a period of time [working with ELC]. It was agreed we quickly need to work with ELC to collect all fees etc.

#### **Bruce would set up a meeting with Brenda Torry, Helen Bruce and members of NBHTA [Alison, Jane, Jackie?].**

Alison would arrange that over £50 two signatures would be needed to sign cheques. She would also produce a cash statement to send out with the next agenda.

#### **6. Legal Issues [David Reid]**

The next stage in the formation of a Trust is to get an act of parliament to pass the Harbour to ownership of the community. There has been discussion previously about becoming a Trust or Company Limited by guarantee. However there are some questions to be answered. David Reid will be seeking council on this and will report as soon as possible [within 2 weeks].

#### **7. Projects**

##### **Short term**

Harbour Master workshop  
Painting [by volunteers]  
Clearing dinghy park

##### **Long Term Spring 2008**

Crane  
Balustrades  
Previous List

#### **8. Review of Schedule of Actions (Bruce Todd)**

See attached  
Discussed and updated Timescales agreed.  
**Bruce to update sheet.**

**Gerry and Alison to produce a budget for the HM Team by next meeting.**

**9. A.O.B.**

Derek – has sent an e mail [or paper copy] to all previous members to bring them up to speed and to say thank you.

Ken – discussions needed with ELYC re large events and fees, clearing up etc. It was agreed that in terms of fees this would be looked at next year.

Jane - asked about need to report to ELC what we would like to use the old swimming pool changing rooms for. Bruce confirmed he had already reported that we would like: a meeting room and Harbour Master's workshop. ELC are coming back to us with regard to putting in new doors, EL&P.

Jane further asked about the policy on commercial RIBs using the harbour. Gary Higgins had asked if can use harbour steps to load passengers on and off. Previously this not been allowed.

There was a discussion about this issue and the wider issues of people without harbour moorings using the steps etc. Also discussed were the fees, encouragement of competition, process, etc. It was broadly agreed that the Harbour Master should generally manage arrival and departure in to and out of the harbour.

It was agreed that this item would be discussed by the Harbour Management Team when looking at the moorings policy.

**10. Date of Next Meeting**

29 August 2007 7.30 p.m - East Lothian Council Chambers, North Berwick