

North Berwick Harbour Trust Association (NBHTA)

Full Meeting - Minutes

On Wednesday 20 May 2009 at 7.30pm at Council Chambers, North Berwick

Present: Gerry Hughes (Chairman), Bruce Todd, David Lumbard, Jane McMinn (Items 1 to 6), Colin Cumming, Ken Burchell, Jackie Tagg, Derek Braid (Secretary)

Apologies: John Hookway, Cameron Small, David Reid, Gary Lawson, Alison Hall, Jim Sandison, Stewart Auld, Benjie Pearson

Circulation: As above plus NBHTA Web Site (www.nbharbour.org.uk), Harbour Master and NB Library

1. Minutes of Meeting 25/3/09 and Matters Arising

- **Crown Commissioners** – Bruce has spoken to them about possibility of selling the land that part of Galloway's Pier sits on. Probably not, but they are looking at it. Crown Commissioners are visiting Galloway's Pier on Friday (22 May) and Bruce will meet with them. The possibility of Crown Commissioners funding any development will be explored.
- **Toilets** – must ensure that Minute of Agreement with Council includes agreement to maintain and clean the toilets
- **Administrative Employee** – Jackie Tagg is now working one day a week and Employee Liability and Office Insurance has been arranged.
- **Picture Signs** – Signs for no diving and no swimming have been ordered.

Minutes Proposed by Jane McMinn and Seconded by Jackie Tagg

2. Benches & Memorials

- **Fred Marr Memorial** – Jane advised that Pat Macaulay is organising a memorial plaque for her father and is speaking to ELYC about a possible location on the clubhouse and Jane will also speak to her about alternative locations in the harbour area.
- **Benches** – Jane advised the one in stock has been sold and another two have been ordered and one of them has been sold. Storage of stock at harbour will be investigated.

3. Lobster Hatchery

- **Feasibility Study** - Jane reported on the award of the contract to Jura Consultants. In addition to looking at all aspects of a possible Hatchery, Jura Consultants are arranging public consultation via meetings and a web based questionnaire. An interim report is due at end June 09, and a full report in July 09. The meeting agreed that we would await the outcome of the report before commenting.

4. East Lothian Council (ELC) and Harbour Empowerment Order (HEO)

Bruce provided an update as follows:-

- **Finance** - ELC had budget set aside for all the repairs (Fabric items including Health and Safety items) but the budget has been reallocated. However, an alternative budget has been identified and we expect to get a letter from Tom Shearer (ELC) shortly confirming that funds have been 'ring fenced' for NB Harbour.
- **Initiating Work** - Gerry and Bruce are meeting with Tom Shearer and Alan Forsyth of ELC on 28 May to discuss the work and how to get it started. Colin asked if the work included replacement handrails as some are in a dangerous condition, and Bruce confirmed it did.
- **SW Wall & Crane** - Bruce, Gerry and others in NBHTA have received a copy of the Feasibility report produced by Halcrow for ELC concerning the SW Wall and Crane. Bruce has responded with a number of points and questions and a meeting with Bruce, Alan

Forsyth and Halcrow is being arranged (the original date was postponed due to Jury Duty by the Halcrow representative). Bruce confirmed that the work would not close the harbour entrance.

- **HEO** – the above are the major items holding up the HEO. Other items still to finalised: – lands included, toilets, Grant from ELC and Health & safety are all in hand.

5. Esplanade and Traffic Management Sub Group

As Jim Sandison was absent, Derek provided an update:-

- **Members** - Jim Sandison (Chair) and Bruce and Derek
- **Report** - The group had met once, and Jim had produced a report from the meeting. Derek had responded, and Bruce advised that he had also responded
- **Scope** - Referring to the previous minutes, Jackie asked for confirmation that the group was looking at possible uses of the esplanade and not only traffic management. Derek confirmed that was the case, and Gerry confirmed that the group should treat it as a 'blank canvas'
- **New Members** - Derek said Jim was looking for one or two more people to join the sub group and Jane McMinn and Jackie Tagg volunteered.

6. Pontoons and Landings Sub Group

Bruce Todd reported as follows and referred to Papers issued with Agenda:-

- **Recommended Priorities** – 1) Outside Pontoons - SW wall, 2) Galloway's Pier, 3) Internal Pontoons
- **Next Stage** – arrange feasibility reports for items 1 and 2, and invite Varis to visit again and discuss plans for item 3.
- **Finance** – ELC had agreed to provide funding to NBHTA for feasibility studies
- **Proposal** – Gerry proposed that we approach Royal Haskonings and Halcrow to tender to undertake feasibility studies into items 1 and 2, and for the costs of the feasibility study to be reported back for approval. The meeting agreed this.
- **Ongoing Costs** – Jackie asked if the ongoing and maintenance costs would be covered. Bruce and Gerry confirmed that would be part of the feasibility study remit.
- **Galloway's Pier** – Jane queried some aspects of the draft proposals for Galloway's Pier. This was discussed, and the points noted. The feasibility study should look at all options. As mentioned at the start of the meeting, Bruce will also discuss the matter with the Crown Commissioners.
- **Pontoons Inside Harbour** – at this stage, there would be no costs associated with Varis coming back to speak to us about various options.
- **Mooring Fees** – Jackie asked if these developments would necessitate an increase in the mooring fees. Bruce advised that we would be looking for external funding for projects, but an element of self funding would likely be required. Until this is known, he could not answer, but it is not the intention to increase the fees.

7. Finance

As Alison Hall was absent, Derek provided an update and spoke to the report that he had issued, and to the monthly accounts:-

- **List of Items** – two community banking accounts opened, PAYE Registration arranged and will use free HMRC on-line service, budgeting for full trust being arranged, letter sent to ELC re some of funds not yet received for 2008 fees, accounts to be transferred from Excel spreadsheets to accounting package, initial discussions being arranged with external accountants to prepare for Full trust status.
- **Accounts** – David Lumbar asked about 2 items on accounts. One item regarding SSC will be answered when Alison returns. The other item concerns the £135 for winter mooring fees 2007/08 which had not been included in the letter to ELC regarding outstanding funds. It was agreed this will not be pursued at present. Some aspects of the accounts could not be

understood by those at the meeting (and would be discussed at a later date with the Treasurer).

8. Administration

Jackie reported as follows:-

- **Fee Collection** - all dinghies parking fees collected except two, which are in hand, and two moorings have still to be paid.
- **Enquiries** – lots of enquiries at Harbour Office on a large variety of subjects
- **Generally** – going well

9. Harbour Rules

- **Fishing Boats** – referring to the paper issued with the Agenda, Gerry recommended the following change to the 'Principles for a Mooring/Dinghy Parking Bay Applications' (this had already been agreed by the Harbour Management Team):-

Previous Wording :- 'Fishing Boats – Fishing Boats must be used in the pursuit of the principle source of income'

With a minor modification to the original recommendation, the following wording was agreed :- '**Fishing Boats – Fishing boats must hold a current license and be registered, appropriate to the work the vessel is engaged in**'.

Proposed by Jackie Tagg and Seconded by David Lumbard

10. Harbour Manager's Report

Report dated 19/5/09 issued before the meeting. There were no questions

11. AOB

- **Mooring Chains** – David Lumbard asked what was included, in terms of chain for boats allocated moorings in the harbour. David advised that he had just been allocated a harbour mooring, but was finding it very difficult to determine where to attach his lines, and whether he needed to provide chain as well. Although this was a personal issue, it raised the question for all mooring holders. The meeting agreed that the situation was unclear, and that there was a large amount of current and old chain on the harbour floor. Ken Burchell offered to undertake a survey and produce a drawing and to report back to the next meeting, with a view that the NBHTA will be responsible for at least the cross chains. This may require additional cross chains to be added.
- **West Bay Stones** – the Harbour Management Team had turned down a request by ELYC to arrange to remove large stones (which had been there for many years) from the area west of the harbour.
- **Solicitors Letter** – Derek advised that he had received a letter today from our Solicitors (Gillespie MacAndrew) concerning the HEO and related issues about forming a full trust. It was agreed that a detailed review was required by the Officers and David Reid in the first instance, and that the costs expended so far by our solicitors needed to be established.

12. Date of Next Meeting

Wednesday 24 June 2009 at 7.30pm in North Berwick Council Chambers.

(subsequently postponed until 24 August 2009)

*Derek Braid
Secretary
21/5/09*