

North Berwick Harbour Trust Association (NBHTA)

Full Meeting – Minutes

On Monday 24th January 2011 at 7.30pm at Council Chambers, North Berwick

Present: Gerry Hughes (Chairman), Bruce Todd, Jackie Tagg, Alison Hall, David Lumbard, Colin Cumming, Jane McMinn, Jim Sandison, John Hookway, Derek Braid (Secretary)

Apologies: David Reid, Ken Burchell, Stewart Auld, Gary Lawson, Cameron Small, Benjie Pearson

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

1. Minutes of Meetings 22/11/10 and Matters Arising

- **Outstanding money from ELC for 2010** - received
- **Fringe by Sea** – 10th to 15th August 2011
- **Bylaws** – have looked at Dunbar's Bylaws but no other progress (carried forward)
- **Galloway's Pier purchase etc** – awaiting response from East Lothian Council
- **Sula II** – letter sent 26/11/10
- **Press Reports** – Mr Coates-Walker letter received "... I now understand the overall position more clearly and feel confident that the Trust will continue to give every consideration to the needs of the Fisherman"
- **Topper Nationals** – 31 July to 5 August 2011
- **Lobster Shack** – Harbour Management Team dealing with it and are writing to East Lothian Council
- **Weather/Tide Warnings for Dinghy Park** – ELYC have put information about times/dates of particularly high tides. Our documents for 2011 will emphasise dinghy parking at owners risk, and will ask for an alternative contact for each boat.

Minutes proposed by Bruce Todd and Seconded by Colin Cumming

2. East Lothian Council – Outstanding Work List etc

Bruce Todd advised as follows:-

- **Progress** – despite having a list of work, and named contractors allocated by East Lothian Council, which was expected to begin after the electricity trench was completed for the crane, no work has been done since the last meeting. This is very disappointing and puts back the date for eventual handover of the harbour.
- **Meeting with ELC** – Gerry and Bruce recently attended a meeting with Tom Shearer and Councillor Ruth Currie when the poor rate of progress was discussed. Councillor Currie said she will get involved and has given an instruction to Alan Forsyth, Property, ELC to provide a timetable. This is awaited.
- **Dinghy Park and other repairs** – Jim Sandison expressed his concern that the dinghy park is continuing to deteriorate and the job of reinstating it to its pre-storm condition is getting bigger. It was agreed that Bruce should ask ELC for a specification of the work planned. Gerry Hughes also noted that other areas awaiting repair around the harbour were also deteriorating, and that the concrete near the embarkation steps on Galloway's Pier was also lifting. It was agreed that the Harbour Master should go via normal ELC channels about Galloway's Pier and may also be added to NBHTA's list. Bruce will also re-circulate the list of outstanding work to all members. It was also noted that potholes in the roadway beside the harbour had been filled to a very poor standard, and we must ensure that the Dinghy Park and harbour walkways are not repaired to the same standard.

- **Crane** – powered up and commissioned by crane suppliers, and some initial training provided, but outstanding work to modify lifting beam by contractors is still required. Contractors will ensure it is working correctly before training arranged, and then subsequent handover from ELC. Ken Burchell has also suggested minor modifications to crane/procedures and these have been sent to ELC.
- **Fishermen's Store** – Gerry Hughes and Bruce Todd were called to meeting at ELC with Councillor Berry about the Fishermen's Store. It was a heated meeting but we do not expect further discussions on the matter.

3. Sea Defences

- **Feasibility Study Tenders Received** – John Hookway spoke about the 2 tenders received, and although more expensive, recommended acceptance of the tender from Halcrow. In particular they are prepared to submit a multiple options study, with order of costs for each option. Then after consultation with NBHTA to select the preferred option and submit developed budget cost and risk assessment. They will also identify possible funding sources of funding for the works. Overall it is a better springboard for the next stage. The meeting unanimously agreed with the recommendation, and we will write to Halcrow accordingly. *(Note: 27/1/11 – Letters have been sent to both Halcrow and Royal Haskonings)*
- **East Lothian Council** – Bruce has raised with ELC the matter of responsibility for Sea Defences. ELC have advised that they are interested in the results of the Feasibility Study and could help with fund raising.

4. Legal – Towards Trust Status

- **Progress since Last Meeting** - David Lumbard spoke briefly to the report provided by David Reid:- "After the last meeting my legal sub committee met and then immediately after that we send our final draft to ELC and still await their response. I will chase Ian Forrest today to see what their position is. Colin Cumming kindly prepared some documents relating to the Title to the Granary and parking issues which we are considering"
- **Scottish Seabird Centre** – Gerry reported that he and Bruce had been summoned to ELC about the question of the land leased by SSC coming across to the Trust. Gerry and Bruce reiterated the position of the NBHTA and the reasons, that the land leased by SSC should come across, and that our position had not changed.

5. Finance

- **Draft End of Year Accounts** – Alison Hall advised that there had not been much change since the October accounts presented at the last meeting. Overall our income is down due to the reduction in fees for the dinghy park after the storm. Overall there is £66k in our bank account plus a debtor (ELC) from 2009 of £12k.
- **Insurance** – after a meeting with a broker, she received a preliminary quote. However, Alison had to make estimates of the value of the buildings and harbour walls which may be too high. Alison will pass these estimates to Gerry Hughes, Bruce Todd and John Hookway for review.
- **Treasurer** – Gerry advised that Alison had decided to stand down as Treasurer when we became a Trust.
- **Audit** – David Lumbard agreed to act as auditor for the 2010 accounts

6. Administration

- **Bills for 2011** – Jackie advised that she is preparing the bills to be sent out for 2011. It was noted that the delay in the dinghy park repairs may mean a delay sending out bills for dinghy park spaces. All of the normal enclosures will not be sent out with the

bills, but instead reference will be made to viewing them on the NBHTA web site. Paper copies can be requested by individuals.

- **Access to Funding** – Jackie will be attending the 'Access to Funding' course run by ELC on 8/2/11
- **North Berwick Transition** – Jackie will attend the workshop being run by NB Transition on 26/2/11 after the results of the recent survey are known.
- **Harbour Master Hours** – Ross Harbison will commence summer hours on 3/3/11

7. Health and Safety

The only recent item is the tripping hazard on Galloway's Pier which is being referred to ELC.

8. Harbour Manager's Report

Gerry referred to his report which had been sent to members before the meeting.

9. AOCB

- **AGM** – it was agreed that the AGM will be held on Monday 14 March 2011, followed immediately by a normal business meeting. As previously agreed, the meeting is not open to the public. When the full Trust is formed, the Trust can decide whether the AGMs are open to the public. However, it was noted that NBHTA are arranging a meeting for representatives of all Harbour Users (ELYC, SSC, Residents, Commercial Boat Owners) during March. A representative of the Community Council will also be invited.
- **Members of NBHTA** – Derek reminded the meeting that the NBHTA was formed as a transitional body, pending formation of the full trust. However, due to delays, the NBHTA has been in existence since 2006, which was much longer than anticipated. When the full Trust is formed, there are procedures which will ensure regular appointments and turnover of Trustees. There are a number of people who have expressed an interest in being involved, and Derek suggested we should consider bringing in new members to the NBHTA at the AGM in March, but without increasing the number of NBHTA members. In other words, we would see if some members would be willing to stand down. The meeting agreed that this was worth considering and that we should look for up to 3 new members. Gerry agreed to follow this up.
- **Family Trip Boat** – David Lumbard expressed surprise, that although mentioned in the Harbour Manager's Report, there had been no discussion at this meeting about the plans for a new boat for the Seabird Centre and the implications for moorings in the harbour. Gerry advised that the Harbour Management Team had been given responsibility to deal with this matter and that there is a full audit trail of the various pieces of correspondence, which have been issued to the Harbour Management Team members. It was agreed that copies of the correspondence should be passed to David Lumbard for review. The meeting reiterated the view that the moorings in the harbour must remain flexible in terms of allocation and adjustment, to ensure maximisation of the resources of the harbour.
- **Signage** – Alison Hall commented on the plethora of signs, some in poor condition, around the harbour area. Gerry advised that he and Derek had had a site meeting with two officials from ELC on this matter, and that we await the outcome of their investigations. The officials were keen to ensure that all signs were within the rules, but they did not wish to be heavy handed.

10. Date of Next Meeting

AGM on Monday 14th March 2011 followed immediately afterwards by the next full business meeting.

Derek Braid
26/1/2011