

NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chairman: Gerry Hughes

Secretary: Bill Roberts

Treasurer: David Fortune

Full Meeting – Minutes

Monday 18th January 2016 at 7.30pm

Council Chambers

Present:

Gerry Hughes (GH: Chair)
Jane McMinn (JMCM)
Isabel Anderson (IA)
Donald Wright (DW)
Brian Anderson (BA)
Bill Roberts (BR: Minutes)

David Farmer (DGF)
Stewart Auld (SA)
Bruce Todd (BT)
Charlie Marshall (CM)
Colin Aston (CA)

1. Welcome to New Members

GH extended a special welcome to the new members; David Farmer, Charlie Marshall and Brian Anderson.

2. Apologies

Apologies were received from DF and JMCM

3. Minutes of Meeting of 30th November 2015

GH read through the minutes of the previous meeting.

Electrical Network:

BR reported that the rates from the new supply arrangement with ScottishPower had been applied to the meter readings for the tenants supplied from the Pump House. Invoices for these tenants were being prepared. The Lobster Hatchery has already settled their account. All ScottishPower bills are paid up-to-date. The supplies at the Fisherman's Store and ELYC Beer Cellar have not been transferred from ELC's responsibility. The electricity costs for tenants in the Fisherman's Store continue to be recovered as part of the lease charge.

Action: BR to issue all invoices. BR to chase ELC to get other supplies transferred

BR reported that electrical testing had been completed by Cablecom in December but the test certificates had not yet been received. BR will prepare a report once the certificates are received. JMCM requested that sub-metering should be installed at the Lobster Hatchery containers before March 2106. BR reported that sub-metering at the Fisherman's Store would cost some £600. The meeting decided to go ahead with sub-metering at both locations.

Action: BR to arrange installation of sub-metering

CA raised the issue of water charges in the Fishermen's Store and wash-down facility. Both supplies are metered.

Action: BR to query ELC regarding water charges

Succession:

CM's adoption onto the Association was not recorded in the minutes. BR offered his apologies.

Action: BR to issue amended minutes

Leases:

GH is continuing to work on leases and does not require professional assistance at this stage. The leases will be presented to the members in due course. The ELYC lease (for the store area below the ex- Sun Parlour) is to be ready before their AGM

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on 6th February 2016. ELYC, in common with several other tenants, is looking for a term longer than the current one year.

Action: GH to complete leases; ELYC by 6th Feb.

Sea Wall:

The sea wall is complete. The last invoice was paid to Anderson Group by direct transfer from Viridor Credits.

Anderson Group has commented on the current positioning of rock armour. They suggest we "... reduce the height of the armour by infilling the low area immediately in front of the wall. Basically drag some of the armour stone back towards the wall to fill the trough". The meeting decided leave the armour in place as it is and monitor its performance.

Any retention monies due to Anderson Group must be paid within Viridor's two year project timeframe otherwise Viridor will not be able release any funds. The meeting noted that this would reduce the defects retention period from the 12 months stipulated in the contract. The meeting agreed to accept this position.

Action: GH to get Admin to mark diary for August 2016 payment

Viridor would like to be included in the arrangements for an opening ceremony. The timing may prevent combining the event with one for Galloway's Pier.

Action: JMCM to organise an event for the sea wall opening

Galloway's Pier:

The defects liability period has expired. ELC have not paid Anderson Group's final invoice and ELC still have concerns over ponding on the pier surface and a build-up of "hard core" stones on the seabed and nearby rocks. From ELC's point of view the work is incomplete.

Anderson Group have suggested Byotech Clearway as a product to prevent the surface of Galloway's Pier becoming slippery. CA and the Harbour Master have experience of this and other products.

Action: CA to liaise with HM to keep pier clear

North Wall Wedges:

The wedges in the outer north wall of the harbour have still to be checked. CA expressed concern over their condition and suggested work parties to undertake grouting. Historic Scotland may be able to provide funds and/or professional supervision of volunteers.

Action: CM to approach Historic Scotland for assistance

Lobster Store Container:

ELC's planning authority has confirmed that the temporary planning permission granted for the siting of the container in the dinghy park has expired and should be removed.

Action: GH to inform tenant of position and advise ELC that the container is still in place

ELC Funds:

BT has had no reply from Ray Montgomery (ELC) regarding the availability of the £30k saved from professional costs during the design phase of the sea wall project.

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Members:

GH has written to E Reeder and C Crawford regarding their continuing membership of the Association (in the light of their non-attendance at meetings).

The minutes were approved (noting CM's election to the Association) by SA and seconded by BT.

4. Toward Full Trust Status

BR advised the meeting that David Robertson (DR) was prepared to assist the Association. DGF offered to help JMCM and BR.

Action: BR to pass papers to DR

5. Finance to Include Rates for 2016/17

DF was unable to attend the meeting

The meeting agreed to leave the mooring and dinghy parking fees the same as 2015/16; Proposed by GH and seconded by CA.

A letter of comfort will be forwarded to Commercial Operators as previously discussed.

Action: GH to issue letter of comfort

6. Next Phase of Development

Following the last meeting, a sub-group met to discuss the next phase. The sub-group and this meeting agreed not to develop in front of the new sea wall as part of the next phase. The next phase is to create new accommodate in in front of the existing stores at the east end of the dinghy park. The existing stores are to be made more habitable and incorporated into the new build. The new build is to be to "external stores" standards and not office or retail unit standards.

Estimates for the development and construction of these stores have been received from Anderson Group. The cost to develop to the next stage was noted by the meeting. This will include developing the project to get building warrant, including Architects and Structural Engineers Fees, and includes liaison with Statutory Undertakers such as Water, Sewage and Electricity. A provisional budget of £200,000 plus VAT for the whole project including the above cost should be identified.

The meeting noted the existing relationship with Robin Sutherland architecture and the requirement of most funders to have three quotations before considering grants for development costs. The meeting decided that the Association would bear the development costs. JMCM urged early progress to RIBA Level 4

(<https://www.architecture.com/files/ribaprofessionalservices/practice/ribaplanofwork2013template.pdf>); this level of detail is needed by most funders to assess grant applications.

JMCM reminded the meeting that the Association already has full planning permission for a phased development which includes stores in this area. IA asked for a short "return" along the north side of the dinghy to be included in the consideration of a final design. CM asked for a timeline to completion to be established. The meeting agreed that the target completion date should be spring 2018.

Action: BT to engage with Anderson to get a conceptual drawing and outline specification to support their estimate.

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7. HMT

The next meeting of the HMT will be held on Friday 29th January 2016 at 16.00hrs in the RNLI office

BA agreed to take on some of the safety inspection responsibilities.

Action: GH to train BA on inspection requirements

IA raised concerns over the training of operatives for the boom crane.

Action: GH to refer training for boom crane operatives to HMT

8. Byelaws and Management Rules

The meeting noted with thanks the huge effort from DW in preparing new Management Rules for the harbour (to take over from the existing ELC Management Rules which expire in April 2016) and the draft byelaws which will come into force when the HEO is passed.

Actions: BR to send copy to HM; BR to send proposed rules and byelaws to ELC; CA/BA/SA to review rules and byelaws.

9. AGM

The AGM will be held on Monday 14th March 2016 at 7.30pm in the North Berwick Council Chambers.

10. AOCB

The Lifeboat slip is not owned by the RNLI; it is the subject of an agreement between RNLI and ELC to provide pedestrian and vehicular access. RNLI are responsible for "wear and tear" maintenance costs. RNLI are hoping to continue the arrangement with NBHTA .

George Brown LTD has agreed to load test the boom crane. A date is being confirmed.

DGF is developing the new web site.

11. Date of Next Meeting

The next meeting will be held on Monday 7th March 2016 at 7.30pm in the Council Chambers. The main agenda item will be Harbour Development.

Signed



Bill Roberts

Secretary

North Berwick Harbour Trust Association

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