

# NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chair: Jane McMinn

Secretary: Bill Roberts

Treasurer: Sandy Knox

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## Full Meeting – Minutes

Monday 17<sup>th</sup> January 2017

### Council Chambers

#### Present:

Jane McMinn (JMCM; Chair)

Brian Anderson (BA)

Colin Aston (CA)

David Farmer (DGF).

Donald Wright (DW)

Sandy Knox (SK)

Isabel Anderson (IA)

Stewart Auld (SA)

John McCarter (JMCC)

Bill Roberts (BR: Minutes)

#### 1. Welcome

JMCM extended a welcome to the members.

#### 2. Apologies

Apologies were received from Charlie Marshall (CM)

#### 3. Minutes of Meeting of 12<sup>th</sup> December 2016

JMCM read through the minutes of the previous meeting. Corrections were required: to note that the whole meeting agreed to discuss options for the development of the ex-changing rooms at the east end of the dinghy park.

#### Finance

Check that all passenger boat returns and payments have been made

**Action: BR to confirm**

#### AOCB

SA & DW will arrange to meet with NBRC to gather details for presentation to the Association.

JMCM received a request from Hilary Smith (HS: Chair - North Berwick Community Council) to share the Association's strategy for the harbour. JMCM met with HS and gave a verbal presentation on the Association's short, medium and long term plans including our current projects.

SA will meet with Coastal Museum on 7<sup>th</sup> February regarding their plans for a corridor exhibition.

JMCM confirmed there are a minimum number of days in the lease for the Lobster Shack.

The minutes were approved by SA and seconded by BA

#### 4. Safety Incident Reports

There were no recorded incidents.

#### 5. Declaration of Interest

No changes to members' declarations of interest were made. No declarations of interest were made with respect to items on the agenda or items likely to be discussed.

#### 6. Finance

SK led a discussion on sources of revenue streams and identified which ones could be controlled.

The meeting unanimously agreed to raise charges for moorings, dinghy park spaces and annual leases by 2.5%

## 7. HEO

Kirsty Preston (KP) continues to progress the HEO and management rules in the absence of the ELC solicitor.

ELC have still to produce a map to append to the HEO. BR has written the KP to chase.

SK has prepared a paper to help ensure the professional advice taken by the Association in regard to the legal entities formed through the HEO process is effective and efficient. The paper has been sent to the Association's solicitor and a meeting (with JMcM; SK; BR) is arranged for 18<sup>th</sup> January. The correct choice of legal entities will mitigate liabilities for trustees/directors. **(ACTION: BR to circulate paper)**

The version of the management rules sent to the Association by KP was circulated to members for comment. Changes were made to and the revised version returned to ELC.

## 8. Next Phase of Development

### a. Beach Huts

Our grant application to FLAG (Fisheries Local Action Group) has been passed to Marine Scotland with a positive recommendation.

Two units have built and stored; two are on order with delivery scheduled toward the end of March.

The meeting agreed to offer six month seasonal lets to successful applicants. Failing sufficient numbers of applicants seeking a six month let, monthly lets will be offered.

The units can be used for storage of kit that can then be hired.

The meeting agreed to set the lease at £200 per season and the season will run from 1<sup>st</sup> April to 30<sup>th</sup> September.

Applications for lets which demonstrate a local community benefit will be preferred.

### b. Changing Room Area

BR intends to ask Steve Wood of David Narro Associates to examine the rear wall during his inspection visit on 17<sup>th</sup> January.

### c. West beach Slipway

Waiting on survey information from ELC and costs from Anderson Construction.

## 9. North Wall Update

BR has a date to meet with Steve Wood (David Narro Associates) on 16<sup>th</sup> January 2017.

## 10. Safety Management System

Two information signs will be erected; one at the Granary (to replace the existing signs) and one at the end of the Old Pump House. They will show the location of attractions around the harbour.

**Action: CA will prepare map after receiving comments from members.**

The Association still has no one to fill the role of designated person.

**Action: BR will contact Dunbar harbour**

Management Rules have been returned by ELC and they are seeking one change.

**Action: BR amend and return rules to ELC for approval by Cabinet**

## 11. Funding Applications

No update (other than under Development above)

## 12. Insurance Policies

SK reported that an examination of the Association's Trustee/Director indemnity insurance is still underway.

SK has reviewed the lease agreement with ELC for the harbour area. Under the conditions of the lease, ELC are insuring "the subjects" forming North Berwick Harbour against "against loss or damage by fire, aircraft, explosion, riot, ingress of sea water, terrorism and social unrest and other normal commercial perils but excluding any liability for broken glass". This element of the Association's insurance will not be renewed this March.

Some three or four months before the commencement date of the HEO, the buildings will need to be professionally valued. Several brokers will be approached to provide appropriate insurance from the date the HEO comes into effect.

## 13. AOCB

The Lobster Shack has submitted a planning application for a freestanding removable canopy. The meeting discussed the application and individual members agreed to visit the site to gather further information. The lease will be checked to ensure it contains a cleaning condition. The meeting noted that the Association had not been circulated by the Planning Authority as a neighbour.

The meeting noted that the SSC have artists' impressions of the proposed Marine Centre extension and are conducting stakeholder consultations. The SSC have asked the Association for a copy of the Halcrow report on the sea wall at the Esplanade. A copy will be sent to Grace Martin of SSC. The Association may approach the SCC for a fibre route through their building to the BT Openreach point of service (to support a CCTV installation).

The Association have been made aware of a potential objection to the Beach Hut planning application from Eric Wales of FBtS. Eric's concern is for private access to the rear of the main Spiegel tent.

SA is making arrangements to meet John Irvine of NBRB to discuss their proposal to erect a shed to house skiffs. SA will report back to the next meeting.

IA will attend the Coastal Partnership meeting on 17<sup>th</sup> January 2017.

The meeting believe that Garry Donaldson intends to start using the Harbour to run boat trips. The meeting noted that Gary will have to engage with the Association before operations start.

BA advised that there is a large accumulation of Type 1 material (ex-Galloway's Pier refurbishment) at the harbour mouth and it is making use of the outer harbour mouth mooring impossible.

**Action: BR to arrange removal.**

## 14. Date of Next Meeting

The meeting agreed not to meeting February 2017

The next meeting will be held on Monday 13<sup>th</sup> March 2017 at immediately following the AGM in North Berwick Council Chambers.

Signed



**Bill Roberts**

*Secretary*

**North Berwick Harbour Trust Association**

**Registered Charity N° SCSC045318**

Harbour Master's Office

Victoria Road, North Berwick. EH39 4JL  
Tel (home): 01620 894585 Mobile: 07736 774377

Email: [secretary@nbharbour.org.uk](mailto:secretary@nbharbour.org.uk)  
Web: [www.nbharbour.org.uk](http://www.nbharbour.org.uk)

