

# NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chair: Jane McMinn

Secretary: Bill Roberts

Treasurer: Sandy Knox

---

## Full Meeting – Minutes

Monday 13<sup>th</sup> March 2017

### Council Chambers

#### Present:

Jane McMinn (Chair: JMcM)  
Stewart Auld (SA)  
Sandy Knox (SK)  
Donald Wright (DW)

Colin Aston (CA)  
David Farmer (DGF)  
Charlie Marshall (CM)  
Bill Roberts (Minutes: BR)

#### 1. Welcome

JMcM extended a welcome to the members.

#### 2. Apologies

Apologies noted from Brian Anderson (BA), Isabel Anderson (IA) and John McCarter (JMcC).

#### 3. Minutes of Meeting of 17<sup>th</sup> January 2017

JMcM read through the minutes of the previous meeting. JMcM asked for the minutes to be changed to show that her meeting with Hilary Smith of North Berwick Community Council was scheduled for 7<sup>th</sup> February 2017

The minutes were approved by DF and seconded by SK

#### 4. Safety Incident Reports

There were no incidents recorded by the Association.

The SSC reported an accident to the Association that took place on the new harbour wall around 14:30 on Saturday 11 February 2017, during a storm.

A Mr and Mrs Ranger and their 2 children (~10 years old) decided to walk along the harbour wall elevated section despite periodic giant waves breaking against the wall. One of their children, cracked his head open on the black railings and was taken to the Seabird Centre for first aid. The SSC managed to slow down the bleeding, but an ambulance crew were concerned enough to take the child to the sick kids hospital in Edinburgh, as it was a serious wound. The SSC have not heard any more about his condition.

The SSC recorded the incident in their accident book.

**Action: HMT to implement walkway closing process and signage**

#### 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 advised the meeting that a letter had been received from HMRC suggesting that the Association should be registered for VAT. The matter has been referred to Whitelaw Wells (WW) to provide support for a response.

#### 7. HEO

Version K of the Harbour Area to accompany the HEO has been produced by ELC. The angle of the boundary with the SSC lease footprint (running West – East toward the new sea wall) does not seem to match the SSC map.

The HEO will not transfer (or create) title of the harbour area to NBHTA. ELC will have to produce a separate document to achieve this.

Transport Scotland asked whether the successor entity to NBHTA post HEO would be a corporate body. This is now NBHTA's preferred option. BBD have to identify any implications in the drafting of the HEO.

The next step is for the relationship between HEO body and the operating charity to be defined. This is likely to be a lease and/or a management agreement.

**Action: BR to progress above points**

## 8. Next Phase of Development

### a. Beach Huts

There has been no response from our Courier advert.

The meeting agreed to set the season let at £200.

The Beach Wheelchair group have expressed an interest.

All expressions of interest will be passed to CM so he can demonstrate usage to funders.

The meeting agreed that tenants' proposed usage should support NBTA objectives.

Four units have been made and a further two (one from each supplier) have been put on order.

Landlord's permission is being finalised

**Actions: JMCM will document distribution of final spend across funders and circulate prospective tenants with images of completed units**

### b. Changing Room Area

Steve Wood of David Narro Associates has inspected the wall and will provide a report w/c 20<sup>th</sup> March 2017.

### c. West beach Slipway

The costs budgetary costs supplied by Anderson Group were discussed.

**Action: CM will seek funding for feasibility study.**

## 9. North Wall Update

Steve Wood of David Narro Associates has inspected the wall and will provide a report w/c 20<sup>th</sup> March 2017.

## 10. Safety Management System

The Harbour Master has a copy of the SMS document. Dunbar Harbour Trust have been approached to help with identifying a person for the role of Designated Person

The Management Rules are awaiting sign-off by ELC.

Warning and information signs are on order

## 11. Funding Applications

There are no applications in progress.

**Action: Update funding matrix**

## 12. Insurance Policies

SK handed out a summary comparison of insurance cover and alternate quotes which he then explained to the meeting.

The meeting agreed to allow the Treasurer to select and purchase the insurance cover based on the information presented (and any further details he received before the policy renewal date).

## 13. AOCB

In IA's absence there was no report from any Coastal Partnership meetings.

JMcM briefed NB Community Council on NBHTA plans and has a further meeting with Hilary Smith on 16<sup>th</sup> March 2017.

SA has met with John Irvine of NBRC on two occasions. SA circulated drawings he has produced to show the likely position, size and style of the proposed storage hut / workshop. A further meeting needs to be organised to discuss commercial terms.

Marine Scotland are visiting on 16<sup>th</sup> March 2017 to examine the Type 1 material which has removed from the harbour mouth.

Correspondence has been received regarding the disposal of yacht Bedouin. BR will reply.

A copy of a letter from David Berry to Eamon John (ELC) has been received. Eamon John has not contacted NBHTA.

SMS: all works by contractors need to be supported by RAMS (Risk Assessment and Method Statements)

SSC are trying to arrange a date with NBHTA to present their plans for a National Marine Centre.

#### 14. Date of Next Meeting

The next meeting will be held on Monday 10<sup>th</sup> April 2017 at 7.30pm 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)