

NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chair: Jane McMinn

Secretary: Bill Roberts

Treasurer: Sandy Knox

Full Meeting – Minutes: Monday 14th May, 2018

Council Chambers

Present:

Jane McMinn (Chair: JMcm) Issy Anderson (IA)
Bill Roberts (Minutes: BR) Sandy Knox (SK)
Donald Wright (DW) David Farmer (DGF)
Brian Anderson (BA) Colin Aston (CA)
Charlie Marshall (CM) Stewart Auld (SA)
Geraldine Prince (GP) representing NB Community Council in attendance from 7.30 to 9.00pm.

1. Welcome

JMcM extended a welcome to the members present. The meeting started early as all members were present. GP arrived at the advertised starting time.

2. Apologies

No apologies (all present)

3. Minutes of Meeting of 9th April, 2018

GP made reference to NBHTA's omission from NB's Emergency Plan implementation during the February/March snow storms. Issues within the communication structure resulted in NBHTA not being contacted. The plan had not been tested since its creation. A follow-up/debrief meeting is scheduled for 8th June.

The minutes were approved by DGF and seconded by BA.

4. Safety Incident Reports

BR reported an incident on Galloway's Pier on 13th May when a kayak user fell while carrying their kayak down the steps toward the pier. The incident will be formally reviewed at the HMT on 18th May 2018

Action: BR

5. Declaration of Interest

There was no change to recorded interests from the previous meeting. CM notified the Secretary in advance of the meeting of a potential conflict over one agenda item; CM will withdraw from the room. Another declaration was made but no action was required.

6. Finance

A draft copy of our 2017 accounts has been prepared by Whitelaw Wells and is awaiting review by our audit partner. SK has offered to meet with WW to ensure completion by our AGM in June.

A review of our insurance warranties with SK and BR is outstanding.

Action: SK

7. HEO – Update

JMcM has taken the lead on this project. JMcm has sent an email to ELC, BDB and Transport Scotland asking that the current version of the document be sent to TS for review. ELC have instructed BDB proceed. JMcm will chase a follow-up after a month.

Action: JMcm

8. SSC / NMC

JMcM, BR & SK attended a third meeting with SSC, local ELC councillors and a facilitator.

Local councillor Jane Henderson (JH) contacted JMcM to move the process forward and suggested a meeting with a slightly expanded group to be chaired by an independent person. The suggested expanded group was to include the Coastal Area Partnership (CAP), the Community Council (CC) and East Lothian Council (ELC). JMcM told JH that the enlarged group should include NBHTA stakeholders in the harbour area.

JMcM suggested that this meeting be held after the scheduled reciprocal presentations between SSC and NBHTA. [SSC (David Windmill) will present to NBHTA on 11th June and NBHTA (JMcM) will present to SSC on 20th June].

GP suggested an independent audit of visitor numbers noting that NBHTA and the wider community have a vested interest in correct information.

SK predicted that the issue of accurate information will arise again because SSC remains an introspective organisation and outlined the fact that this may occur as long as SSC remained with ELC as landlord.

JMcM advised the members of a proposed meeting with SSC, NBHTA, Councillors and ELC to clarify the position with lease boundaries and access rights.

GP had previously undertaken to raise at the CC the issue of the SSC and the facilitator lead process. At the CC meeting, JH had interjected to explain the process and its objectives. JH explained that the next step was to involve the CC in the process.

Action: BR/JMcM/SK

9. North Wall Update

DGF reported that David Narro Associates had issued three tenders for inspection works. Two companies had decided not to tender because of the complexity of the work. The one quote received was for £18,235 (from Geovia Ltd) against a budget cost of £5,750 provided by Morham + Brochie Partnership. The works will involve 16 days of drilling at low spring tides. CA stated that the pier was built on bedrock and drilling to confirm this was unnecessary. CM noted that potential funders will look for assurances from appropriate professionals before considering any application. DGF will seek further detail on the proposed works and the discrepancy between budget and quote. CM will take the quote to ELC to determine where/whether any funding might be available.

Action: DGF/CM

10. Safety Management System

The PMSC is to be published on the website and promulgated via social media channels and direct emails to appropriate stakeholders.

Action: BR

11. Funding Applications

CM Reported that our application to CALA for safety equipment was unsuccessful.

JMcM reported that she had written to Iain Gray (MSP) regarding the disbursement of funds from the Coastal Communities Fund. Iain Gray has tabled a further question at Holyrood regarding the Scottish Government's intentions regarding the monies gathered in from the Crown Estate's marine activities. The scheme continues in England and Wales but the Scottish Government have no plans for further rounds.

CM has approached NB Trust to find out when they will be considering further applications. There should be a decision from Russell Bequest around 1st June regarding an application for support for racking. The Stella Moffat Trust is meeting this Wednesday to consider applications. We are waiting on a decision from Co-op regarding our application.

JMcM is still seeking a copy of our recent FLAG application.

Action: CM

12. North Berwick Coastal Area Partnership

IA had nothing to report. IA has not received notification of date for next meeting. GP advised that CAP will have a full meeting tomorrow (Tuesday 15th May).

13. NBRC Boathouse

Following our meeting in April, NBRC were asked to submit their proposal for the basis of a lease and any other conditions. BR read the (previously circulated) response from NBRC.

JMcM noted that the issue of allocation and payment for dinghy parking spaces had been resolved following intervention by the NBRC Convenor. NBRC have requested 6 spaces.

A discussion was held on the offer NBHTA had made following our meeting in March 2018 and the counter proposal from NBRC. The meeting voted on a proposal to rescind the offer made in March on the basis that negotiations have broken down. The proposal was carried by a majority. This decision also takes into account our overall aim and vision for the harbour rather than individual organisations' specific requests.

Action: BR

14. Lobster Shack Storage Shed

CM left the room for the full duration of this item.

BR told the meeting that Stirling Stewart (SS) had submitted a planning application for a shed some 4m x 2.5m. There is insufficient space for a shed of this size in the only location available where an electricity supply can be provided. SS has been advised that NBHTA cannot grant landlord's permission.

The meeting discussed the proposal and agreed not to lodge a formal objection to the application if an amended drawing with a reduced size of shed is submitted.

The meeting noted that requests for additional space from other existing stakeholders continue to be submitted. The meeting decided to withhold landlord's consent until the requirements of other stakeholders could be assessed, options are generated, and a coherent strategy formulated as in section 13 above.

Action: BR

15. Membership Application

The recent advertisements for new members have generated five applications. All applications were circulated to all members. The Officers presented a recommendation to invite three applicants for interview after referring to the "Guiding Principles – Membership" from Transport Scotland's document "Modern Trust Ports for Scotland". The meeting supported this recommendation. The other applicants will be advised of the decision not to progress their application further on this occasion. The meeting recognised that other skills sets would be beneficial to the Association and will continue to review any applications received. A further round of advertising may be undertaken during the next 12 months.

Action: BR

16. AOCB

FbtS: The contract has been signed. JMcM requested that a rota is established to ensure an NBHTA presence during the construction and set-down phase of the event.

Action: BR

BBEL: Beach Wheelchairs (BW) have asked to share the facility let to BBEL. This would require the formation of a double doorway into the store. BBEL are working on a four month lease. They have held just one event since the beginning of April (and none that we are aware of in the preceding year) and their tenure is not settled beyond the four month period. BR will write to BBEL to get a clear

statement of their programme over the next 10 weeks. NBHTA will try to find an alternative solution for BW **Action: JMCM/BR**

Tom Shearer: Tom has accepted an invitation to lunch – JMCM to organise. **Action: JMCM**

Community Council: The meeting noted the current status of the CC.

New Sea Wall – ex-Changing Rooms: a budget of £470k has been received for the development. Subject to monies being available from £10k seed fund, the project should be progressed to RIBA 4 **Action: BR/JMCM**

17. Date of Next Meeting

The next meeting will be held on Monday 11th June, 2018 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

Web: www.nbharbour.org.uk