

# **NORTH BERWICK HARBOUR TRUST ASSOCIATION**

Registered Charity N° SC045318

Chairperson: Jane McMinn

Secretary: Bill Roberts

Treasurer: Sandy Knox

---

## **AGM – Minutes**

**Monday 25 June 2018 at 7.30pm**

**52 Forth Street, North Berwick**

### **Members Present:**

Jane McMinn (Chair: JMcM)  
Brian Anderson (BA),  
Sandy Brodie (SB)  
Sandy Knox (SK)  
Donald Wright (DW)

Colin Aston (CA)  
Isabel Anderson (IA)  
Alastair Macintyre (AM)  
Charlie Marshall (CM)  
Bill Roberts (Minutes: BR)

### **1. Apologies**

JMcM welcomed all to the meeting.  
Apologies noted from Stewart Auld (SA), David Farmer (DGF) and Sam Lowe (SL)

### **2. Minutes of Previous Meeting on 13<sup>th</sup> March 2017 –**

The minutes were read by JMcM. The minutes were approved by CA and seconded by CM.

### **3. Annual Report from Chairman**

The Chairman's Report was circulated before the meeting and presented by JMcM. It is attached at the end of these minutes.

### **4. Retirements and Appointments**

There were no retirements from, or appointments to, the Association

### **5. Accounts**

The Association had previously approved the accounts at the meeting on 11<sup>th</sup> June 2018. The AGM unanimously approved the signed, audited accounts which were proposed by JMcM and seconded by IA.

### **6. Election of Officers**

Bill Roberts reported that no nominations other than for the current officers had been received:-

Chairman	Jane McMinn
Treasurer	Sandy Knox
Secretary	Bill Roberts
Officer	Stewart Auld
Officer	Donald Wright

BR proposed that the above Office Bearers be elected. This was supported by the whole meeting.

## 7. Declaration of Interest

All members present confirmed that there were no changes to their interests as previously declared during 2017/18.

**Action: BR to confirm interests of SB and those members not present**

## 8. AOCB

There were no items and JMCM closed the meeting

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)

The members present were briefed by JMCM on two recent meetings with ELC and SSC. An informal discussion followed.

## Report by Chair for 2017/18

### OBJECTS AND ACTIVITIES

The Objects of the Trust, as set out in the constitution are:

- The advancement of citizenship and community development in North Berwick Harbour and its environs through trade and industry or otherwise;
- Providing and organising, or assisting with the provision and organisation of facilities in the interests of social welfare for recreation and leisure-time occupation with the aim of improving the conditions of life for the inhabitants of North Berwick and its environs;
- For the benefit of the public to repair, maintain, conserve and improve North Berwick Harbour and the harbour facilities in an efficient and economical manner and to facilitate the efficient and economic transport of goods or passengers by sea;
- The advancement of heritage and culture through increased awareness of and greater access to a wide range of activities and events which will be planned to showcase the harbour and its history; and
- The advancement of public participation in sport and related activities, e.g. kayaking, rowing, sailing yachts and boats.

As in past years the main activities and efforts have gone into the successful management of the moorings, dinghy park, community lease holders and events taking place. Some of the more recent activities and participation follows but frequent reversion to these objects to evaluate proposals and projects and to remind us of our roles and responsibilities to the community and stakeholders.

## **ACHIEVEMENTS AND PERFORMANCE**

The Trust supported the most recent lease holder, Beach Wheelchairs, a small very successful charity which enables the less able in our community and beyond to enjoy trips out to wonderful beaches. Other recent additions to the small local community businesses encouraged by the Trust are the Stand Up Paddleboard hire, wetsuit rental and continuing support for the Kayak Hire business.

This year Fringe by the Sea was more closely managed and monitored to the benefit of the whole event running alongside other regular activities. Continued support has been given to other community projects and charities like the Firth of Forth Lobster Hatchery, a sustainable fishing project, as well as North Berwick Rowing Club, and further support of the Beach Wheelchairs with their expansion of equipment requiring the use of a Beach Hut.

The Beach Huts first season for community participation and benefit of small business interest, crafts and charities, was a great success as they were fully subscribed with waiting list, were very popular with photographers and tenants alike.

East Lothian Yacht Club continues to be a good neighbour and successfully ran many regattas throughout the year as well as introducing 'Push the Boat out' an adventurous weekend to encourage getting as many people as possible out onto the water in various craft. The trustees are aware of our stakeholders and the importance of enabling as many as possible to work together for the overall benefit of the community. NBHTA continued to work with fishermen and commercial enterprises listening and enabling their smooth operations.

Many thanks go to the Trustees, and in particular to, the Harbour Manager and Harbour Master for their competent management for all events planned and unplanned.

Much effort throughout the year has gone into compliance on all aspects of the harbour as laid out in the Good Governance Guide for Trust Port Authorities. We are delighted to have achieved initial compliance with the Safety Management System, and these frameworks will grow organically as time passes and experience in the systems is gained. Compliance and documentation is an on-going activity and many thanks to the Trustees involved for their voluntary efforts. NBHTA also gained compliance in their Navigational Risk Assessment too.

## **Risk Management**

The trustees have assessed the major risks to which the Trust is exposed, in particular those related to the operations and finances of the Trust, are satisfied that systems are in place to mitigate exposure to the major risks based on our experience of running and managing the harbour on behalf of the Council for many years.

The main identifiable risk to the harbour is that of stormy weather. We are in a better situation regarding storm damage than before with the building of our sea defence wall in 2015. We also have in place an insurance policy, indemnity insurance for the trustees. In the case of an absolute catastrophe, we would

then revert to East Lothian Council as in the past for help to recover and restore the harbour as its owner. NBHTA intend to review insurance cover with the insurance company this coming season.

One risk which became apparent during the season was the planning application from the Scottish Seabird Centre proposing an inappropriate sized building, sited on part of the land leased to NBHTA, and the overdevelopment would lead to the domination of one single entity in the harbour area. The size of the building, the likely disruption to stakeholders activities, the lack of consultation all presented a risk to the continuous operation of the harbour, and potentially to the financial income in the area.

After debate and discussion, the NBHTA concluded that professional services were required to establish our legal position and to campaign against the planning application, this resulted in an expenditure of approximately £20,000. The officers spent about 6 months of the year engaged in this activity which resulted in the denial of the planning permission. Since then the officers have been engaged in discussions with SSC with the use of a professional facilitator that will hopefully result in an agreed vision for the future of the area. NBHTA proposed a common vision should be worked upon together to avoid and further conflict in this close community.

## **PLANS FOR THE FUTURE**

The trustees plan to continue the activities as outlined above, subject to sufficient funding. We are continually reviewing the priorities and requirements of the harbour area and have identified and prioritised some projects to further investigate and fund. Currently being considered is:

- The North Wall project has been identified as a top priority after prior engineering survey, the next level of investigation is required to produce costing for the restoration of the structure, and the accompanying funding campaign.
- On-going evolution of the vision for the harbour area with all stakeholders. This should include examining the use of all space around the harbour and see whether further co-operation amongst all stakeholders can help satisfy some of the current urgent resource requirements. All current resource managed by NBHTA is fully subscribed and have waiting lists.
- Redesign of the proposed community units for lease to be built in front of changing rooms to include disabled toilets and changing room also incorporating the new sea defence wall. These design changes were a result of the detailed engineering survey of the area which highlighted the corrosion of the metal re-enforcement throughout the current building and cracks in the current sea wall. NBHTA decided to replace the whole building as partial replacement was not recommended as the longer term solution.
- Information boards reflecting the culture and heritage of the areas from fishing community, swimming pool, to current use.

East Lothian Council will eventually submit a Harbour Empowerment Order (HEO) with a view to transferring harbour authority to a Trust created by the process. This season the Parliamentary Agents have drafted a changed HEO that would create one corporate body instead of the previous Trust with other structures to enable management. This version has been submitted to Transport Scotland, for their comments.

As mentioned in our achievements we have published our compliance with the Good Governance for Trust Ports recommendations for Safety Management System, and Navigational Risk Assessment are looking to building on our standard operations procedures. We are continually reviewing and developing the recommended approach on all aspects of managing the harbour area.