



## Meeting Notes From Monday the 7<sup>th</sup> of Feb 2022

by Zoom link

<b>1. Welcome</b>	
<b>2. Apologies – SK/DF/SS</b>	
<b>3. Minutes of meeting Monday 17<sup>th</sup> Jan 2021 &amp; Matters Arising</b> Minutes approved for filing – JMCM/ ID	<b>DF</b>
<b>4. Declaration of Interest- No Changes</b>	<b>AD</b>
<b>5. Port Marine Safety Code</b> <ul style="list-style-type: none"> <li>a. <b>Safety Incident Reports</b> – none reported</li> <li>b. <b>Safety Management System</b> – Oil Spill course to be attended by SB/RH</li> <li>c. DF has agreed to help SB get any loose ends completed for our upcoming safety audit and to take over the management of the safety management system going forwards</li> </ul>	<b>SB</b>
<b>6. Finance</b> <ul style="list-style-type: none"> <li>- Financial summary sent out separately by SK was accepted as read.</li> <li>- KH to confirm when final costs to be paid for North wall and if everything there is now closed .</li> <li>- RNLI contribution to slip way has been invoiced and expected to be paid 2022/23</li> <li>- Invites for harbour complete. kayak racks complete, dingy park work in progress</li> <li>- All other leases and invites reviewed and completed with Seafari and Sula continuing ongoing discussions</li> <li>- Sun room lease was reported as under review to NBYC and benchmarking underway.</li> <li>- All new terms updated and published and ELC informed and agreed</li> </ul>	<b>SK</b>
<b>7. Capital Maintenance Programme</b> <ul style="list-style-type: none"> <li>a. Priorities plan was reviewed and agreed</li> <li>b. Quotation received and agreed for wedges at the NW wall. Agreed to proceed with works. This will be an ongoing maintenance contract going forward.</li> <li>c. Anchor point needed for safety to be able to do this securely.</li> <li>d. We agree that major capital work will take longer to solve with funding in current climate but rather than using all resources to seed fund that we would seek alternative methods for this such as ELC, Crowd funding, community activity etc</li> <li>e. We agreed to prioritise the disabled access at the harbour starting with the accessible toilets plan drawn by Sandy B and Sandy Ford.</li> <li>f. First phase of RNLI slip was reported as complete and in much better condition</li> <li>g. Progress with second phase and collaboration with RNLI</li> </ul>	<b>KH</b>
<b>8. Funding Application and funding program</b> <ul style="list-style-type: none"> <li>- Crown Estates - application rejected</li> <li>- Matrix of funds / dates / status/ etc. to be created</li> <li>- We agreed to focus the march application to NBT on accessibility as above</li> </ul>	<b>ID</b>

- Consider application to ELC Capital Fund	
<b>9. Incorporation Progress</b> <ol style="list-style-type: none"> <li>No updates OSCR or ELC on lease assignation – need to arrange a meeting with ELC to see if we can progress , April onwards</li> <li>Meeting held with Sustain North Berwick , CC and ELYC to consult with on plans and ideas</li> <li>Next steps agreed is to meet Residents and Fishermen for their input</li> <li>Artists impression agreed to be commissioned and funding agreed at prior meeting</li> <li>Agreed to a community/public consultation in the coming months</li> </ol>	<b>JMcM</b>
<b>10. Operations Update/Plans.</b> <ol style="list-style-type: none"> <li><b>Complaints</b> - only verbal complaints relating to access at steps</li> <li><b>Mooring plans</b> – largely complete and all plans now firmed up for harbour</li> <li>Agreed plans for harbour and small changes to mooring layout to create better access at steps at harbour rear for all users. This is un response to several verbal complains about access</li> <li>Kayak racks complete and contact with kayakers underway and will be complete by Feb end</li> <li>Dingy park re layout underway and tidy up of locations and extra racks installed in new bays. will be complete by end Feb</li> <li>No progress on summer cover plans</li> <li>We agreed to fund the £300 for the waiting list application for west bay moorings. ongoing discussions are in place relating to merging that activity with NBHT</li> </ol>	<b>SB</b>
<b>11. Esplanade plans –</b> <ol style="list-style-type: none"> <li>Idea discussed to hold a jubilee activity on the esplanade in June. Everyone agreed was a good idea if we could organise. JL agreed to look further into this with SS</li> <li>Agreed to offer the harbour to host the proposed flame idea suggested by CC</li> </ol>	<b>JL</b>
<b>12. Art</b> proposal was discussed and we agreed to proceed if funding is being provided by Jerba or Caledonian Horticulture . JMcM confirmed that a letter had been sent requesting funding. Any art would be temporary and subject to approval at the trust meetings and progress reviews. JMcM agreed to follow up with key parties	<b>JMcM</b>
<b>13. Swimming proposal</b> produced by AC was reviewed and enthusiastically received. We agreed to move forward and see if we can turn the risk analysis into actions, notice, education and leaflets as appropriate .	<b>AD</b>
<b>14. Volunteering activity –</b> JL agreed to e mail harbour groups and see if there was any enthusiasm for a range of activity including regular days, club activity	<b>JL</b>
<b>15. AOB</b> <ul style="list-style-type: none"> <li>Notification was given that Rocketeer have applied for planning permission for paving/path .</li> </ul>	<b>All</b>

## Capital Investment Programme January Update

Ken Hutchison : 17/1/22

## **Purpose**

This report provides NBHT with an update on Capital projects.

1. Key Priority Medium sized Projects for 2022
2. Large Projects requiring preparatory works
3. General Maintenance Projects : small works carried out by volunteers

## 1. Key Priority Medium Sized Projects 2022

No.	Project	Reason	Funding	Date	Status
1.	Wedge work	Maintain security/stability of wall	Capital Maintenance budget	Q1	Quotation requested, Wedges purchased
2.	Platcock Watch hut walkway	Removal of tripping hazards	Capital Maintenance budget	Q1	Quotation requested
3.	Fisherman's Steps repairs	Fix uneven steps and replace large wooden fender	Capital Maintenance budget	Q1	To be started (Sam to source wood?)
4.	Harbour Mooring Chains	Investigate status of Cross chains, replace if requires, insert new cross chain between 2 <sup>nd</sup> row and ELYS moorings, add 1m mooring starter chains	Capital Maintenance	Q1	Needs lead and start asap if to be completed by lift in .
5.	RNLI Slipway Phase 2	Level off dips, secure sub base, replace defective stonework, address slip hazard at bottom of slipway: Tender to be prepared, 3 quotes	80% Funding secured from RNLI, 20% NBHT (currently capital maintenance budget) or potential small grant/fundraising	Q1 tender, Q2 or Q3 Construction	Meeting with RNLI before end Jan 22, Stone sourced available to purchase at excellent price
6.	Galloway's Pier Walkway	Repair undermining of walkway (large concrete pour , steel shuttering required)	Application for Crown Estates Grant funding	Q1 Secure funding Q3/4	(self-build with labour?)
7.	Lower Quay slipway repairs/ disabled access	Repair broken concrete/ missing stones/ liaise with Beach Wheelchair to create disabled access	Disability Grant? NBT? NBHT capital maintenance	Q4	(KH to speak to beach wheel chair)
8.	Drainage Valves	Install "duck bill"/ flap valves to prevent water entering esplanade but lets water drain out effectively (5 valves) Protective Screen work to protect 2 behind beach huts 2 behind kayak . requires removal of rocks	NBHT capital maintenance	Q1	2 installed, screen designed.

2. Large Projects requiring preparatory works:

No.	Project	Reason	Funding	Date	Status
1.	NW Wall (Sea) stabilisation	Maintain security/stability of wall, Anchor bolts drilled into rock internal face	Marine Scotland Emergency fund, NBHT contribution to preparatory works.	Q1	Complete, awaiting final account ( chased numerous times by David Narro)
2.	Toilet Block: Creation of disabled toilets (Phase 1)	Change toilet layout from Gents/ladies to unisex and create disabled toilet at Sun Lounge: apply for building warrant, prepare spec and tender : liaise with Seabird Centre	NBHT capital Maintenance/ voluntary support	Q1	Sandy Ford/ Sandy Brodie prepared drawings
3.	Toilet Block: Creation of disabled toilets (Phase 2)	Construction	NBT/ Disability/ EL Council/ Visit Council / Beach Wheel chairs	Q2/3	
2.	SW Wall (Crane) stabilisation Phase 1	Investigate and design solution to address cracking on crane wall	Phase 1 Site investigation/ design, tender preparation, NBT?	Q1/2	Initial design & costing complete. Designer being explored.
3.	SW Wall (Crane) stabilisation Phase 2	Construction	Phase 2: major funding application : HES/Marine Scotland	Q4/ 2023	
4.	South West Granary Gable Wall (Phase 1)	Investigate and design solution to address cause of settlement/ cracking. Construct solution	actual liability to pay for work to be determined through title investigation e.g. NBHT/granary residents	Q4 2022	
5.	South West Granary Gable Wall (phase 2)	Replace and repair mortar joints (incorrect cement used causing deterioration of stonework)	actual liability to pay for work to be determined through title investigation e.g. NBHT/granary residents	2023	

6.	Disability /Accessibility Improvements	In line with Strategic Plan, review whole estate and design improvements to access for all. This can be effected in a number of phases e.g. painting of steps, wheelchair lift, access from Esplanade to Seabird centre	New funding required: Disability/EL Council/ SGov/NBT/NBHT	Plan Q2 2022, phases start Q3-2023	
7.	Water ring main Washdown/facilities	Extend water network to provide key hydrant access for NBHT and customer needs. Provide infrastructure for future development (Strategic plan). Install appropriate, bylaws complaint washdown facility.	NBHT Capital Maintenance / ELYC/Rowing Club contribution?	2023	
8.	Heritage Trail	Develop a coherent, “consistent look” heritage trail focussed on the Harbour History and points of interest. Liaise with Seabird Centre / NBT /community council to explore if this can be tied into other trails	NBT	Plan Q2 Construct Q4 Q1 2023	

### 3. General Maintenance Projects

The projects listed on next page have been grouped in work party categories. In general it will be covered by volunteers with Capital Maintenance used to purchase materials with the exception of ‘Specialist work’ which may seek additional funding from donations.

.	Description	Location	Category	Ma
1	Fix Light at steps	Viewing Point next to Pump House	Electrical	
2	Leading Light Repairs ( switch to allow light to flash)	Harbour Sea Wall Roundell	Electrical	
3	Seating at Viewpoint	Upper Viewing Point	Joinery	
4	Refurbish White Benches (Phase 1)	Harbour Wall	Joinery	
5	Refurbish White Benches (Phase 2)	Platcock Rocks	Joinery	
6	Refurbish White Benches (Phase 3)	Beside Fishermans Hall (Anchor Green)	Joinery	
7	Fishermans Steps Fender	Fishermans steps	Joinery	
8	Changing room doors ( locks)	Dinghy Park	Joinery	
9	Beach Hut Roof Repairs	Esplanade	Joinery	
10	Person Access Door into Fishermans Store	Fishermans Store	Joinery	
11	Remove weeds/ Weed kill North Wall	North West Wall	Labouring	
12	General clear up of junk North Wall	North West Wall	Labouring	
13	Bollards for chains	South Harbour Wall	Labouring	
14	Repair Walkway	South West Wall	Labouring	
15	Crane Mechanical Maintenance	South West Wall	Mechanical	
16	Refit Telescopes	Upper Viewing Point	Metalwork	
17	Plate for white Post & View point (to pier)	Upper Viewing Point	Metalwork	
18	Brackets for Lifebuoy (?)	North West Wall	Metalwork	
19	Remove rusting sign post at gate	Harbour Esplanade Gate	Metalwork	
20	Bollard Repair	Harbour Esplanade Gate	Metalwork	
21	Safety Signage	Harbour	Metalwork	
22	Signage ( for gates)	Gates/Harbour	Metalwork	
23	Secure Waste Bins (retainer and posts)	Harbour Esplanade Gate	Metalwork	
24	Harbour Ladders ( including Outside SW Wall)	Harbour	Metalwork	
25	Paint Railings (Phase 1)	Harbour	Painting	
26	Paint Railings (Phase 2)	Platcock	Painting	
27	Paint Railings (Phase 3 )	Dinghy park	Painting	
28	Paint Railings (Phase 4)	Viridor Wall	Painting	
29	Yellow Mark post on end of Galloways Pier	Galloways Pier	Painting	
30	Painting Seating at Viewpoint	Upper Viewing Point	Painting	
31	Paint Light at steps	Viewing Point next to Pump House	Painting	
32	Depth Board (clean up and Paint)	North West Wall	Painting	
33	Paint North Wall (White)	North Wall (old swimming pool wall)	Painting	
34	Maintain Seats at 'Dry Stane dyke' wall	Outer North Wall	Painting	
35	Paint Gate	Harbour Esplanade Gate	Painting	
36	Paint Crane	South West Wall	Painting	
37	Paint Harbour Master Office	Harbour Master Office	Painting	
38	Paint Footbridge at Platcock Rocks	Platcock Rocks	Painting	
39	Paint Step edges yellow (visually impaired)	Harbour	Painting	
40	Changing room doors	Dinghy Park	Painting	
41	Beach Hut painting	Esplanade	Painting	
42	Fix Gutter at Harbour master	Harbour Master Office	Plumbing	
43	Chain and Railing need replaced	Galloways Pier	Welding	
44	Renew Mark on end on Maidens Rock	Maidens	Welding	
45	Remove bike racks	Harbour Master Office	Welding	
46	Refurbish Barometer 2	Fishermans Hall	Specialist	
47	Renovate Compass on floor Plinth	Viewing Point next to Pump House	Specialist	
48	Install Sundial Viewing point	Viewing Point High level	Specialist	

### Monday 13<sup>th</sup> Sept 2021 notes and matters arising

<b>16. Welcome</b>	<b>JMcM</b>
<b>17. Apologies</b> Brian Anderson; Issy Anderson; David Farmer	<b>AD</b>
<b>18. Minutes of meeting Monday 16<sup>th</sup> Aug 2021 approved</b>	<b>AD</b>
<b>19. Declaration of Interest – none</b>	<b>AD</b>
<b>20. Port Marine Safety Code</b> a. <b>Safety Incident Reports</b> One incident of a fall on Rib disembarkation. SB to follow up on. b. <b>Safety Management System – no change</b>	<b>SB</b>
<b>21. Finance-</b> a. <b>Update on any finance matters –</b> briefing email sent in advance of meeting. Verbal update was not possible as SK lost connection. b. <b>Overview of budget changes recently agreed.</b> We agreed to the proposed budget changes and issuing of Debit cards for key operational personnel. c. <b>Review of allocated funds and potential gaps –</b> very little left in reserve after planned projects. Getting a funded plan is a key priority and we agreed that KH, JMC and CM would meet and present at the next trust on funding plans for key projects. Potential to seek funding from Crown Estates, particularly for bay moorings or Pier was raised. CA agreed to look further at this	<b>SK</b>
<b>22. Capital Maintenance Programme –</b> a. <b>Kayak storage</b> Rack built, materials in place for second phase b. <b>Barometer project</b> HMCK confirmed renovated, case to come and on schedule. c. <b>Lifeboat slipway</b> quotes requested but lack of options as many vendors have declined to quote, KH to review with RNLi and see if work can progress d. We agreed to prepare a list of detailed maintenance items at a more granular level that could be done over the winter. KH	<b>KH</b>
<b>23. Funding Application and funding program</b> a. <b>Funding</b> options to be discussed with Charlie Marshall. To ask NBT to cover SW wall <b>funding</b> b. CM to review with J.McM all projects and create a plan for funding before we commit to any spending .	<b>CM</b>
<b>24. Incorporation Progress</b> a. <b>Application for charitable status</b> no response from OSCAR, no response as yet from ELC b. AD to submit articles to Transport Scotland for approval	<b>JMcM</b>
<b>25. Communications</b> a. Facebook OK but need David Farmer to provide access to website b. <b>Thoughts on priorities –</b> general update on completed projects would be welcomed e.g. barometer c. We also agreed that any newsworthy items should be forwarded to JL to keep up a presence on social media and tell people what we are doing. d. KH to brief JL on capital projects and see how we might raise awareness of wats ahead.	<b>JL</b>



<p><b>26. Operations Update/Plans.</b></p> <ul style="list-style-type: none"> <li>a. <b>HM</b> covered by Coreen</li> <li>b. <b>Complaints</b> – nothing new, scooter issue outstanding as no update from Police Scotland</li> <li>c. <b>New areas</b> – Potential purchase of Go-Sup business, lease &amp; commercial terms to be reviewed. In principle we agreed subject to commercial terms and a business plan being submitted,</li> </ul>	<p><b>SB</b></p> <p><b>SK</b></p>
<p><b>27. Harbour Tidy up</b> – discussed, slight progress but will take a while Rat control priced, to be delayed until after clear-up, but need professional contract. RH/SB to follow up</p>	<p><b>SB</b></p>
<p><b>28. Harbour plan update on initial activity and thoughts</b> - Initial meeting documented, draft to be circulated in confidence for input from all members.</p>	<p><b>J.McM /AD</b></p>
<p><b>29. Volunteering</b></p> <ul style="list-style-type: none"> <li>a. Policies to be updated to satisfy application / good management. ELC have many but need to be reviewed</li> <li>b. Propose workaround to identify projects &amp; publish on Facebook</li> </ul>	<p><b>ID</b></p> <p><b>AD / SB / JL</b></p>
<p><b>30. ART at the harbour</b> - meeting held, artist to propose. Jerba &amp; FRM may well support financially. Seals sculpture to be located.</p>	<p><b>JMcM/AD</b></p>
<p><b>31. Date of next meeting</b> Monday 11<sup>th</sup> Oct 2021 (at NBRFC) We agreed a face to face meeting but with Video link for all those concerned about meeting in person</p>	<p><b>AD</b></p>
<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>- HP met with DT &amp; old mooring offered from the correct size boat, space to store the existing boat was agreed and waiting for final response for DT – matter closed and left to HMT to close out</li> </ul>	<p><b>SB</b></p>