



North Sunderland Harbour Commissioners

Friday 20th March 2026 2pm

General Meeting - Minutes

Present:		Apologies Received:
James Boulton (JB) Chair		Toby Douglas (TD)
Guy Renner-Thompson (GR-T)		Glen Annison (GA)
Michael Evans (ME)		Kerren Rodgers (KR) not present for the first 15 minutes of the meeting.
Matthew Stephenson (MS)		
Fiona Kibby (FK) Harbour Master (HM)		
Ron Bailey (Designated Person for PMSC)		
1.0	Apologies for Absence & Declarations of Interest	Action
1.1	There were no changes re Declarations of Interest for this meeting.	
2.0	Approval of Minutes	Action
2.1	The minutes of the January 2026 meeting were proposed by MS, seconded by ME and approved. The minutes will be added to the website by the Clerk.	Clerk
3.0	Actions List/ Matters Arising	Action
3.1	The matter of two booking office licences apparently held by one business was discussed. It was agreed that the HM should enforce one lease per business. Therefore, unless solid evidence to the contrary was made available to the Commissioners, only one licence was to be issued to W Shiel for his business.	

3.2	The lease fee for the Fluke Hole management had not been discussed in November when other fees and charges were agreed. It was agreed that Fluke Hole fee to be raised to £700 this year.	
4.0	HRO update	Action
4.1	No further update at this meeting. The Commissioners are aware of the queue of HRO's awaiting progression.	
5.0	Projects/ HM update	Action
5.1	Dredging work was completed in February. The poor weather did affect the silt removal which made it more difficult to ascertain exact quantities. The option to dredge every year was discussed and will be considered again once costs of mobilisation of plant and machinery is understood as it may be more cost efficient to do it every 2-3 years. A return will be made to Crown Estates regarding the dredged material.	FK
5.2	Pontoon Lighting – Oswald Hughes yet to start this work.	FK
5.3	The quote from Thorburns for putting the pontoon back into the water was approved.	FK
5.4	Line painting of parking spaces on the long pier. FK will circulate a quote for this work prior to going ahead. The work will include a pedestrian walkway area to keep queues for the end steps and pontoon away from the car park and at the new higher fence to improve safety.	FK
5.5	The three regular food retailers were due back on site under the 3 year licence with fees to reflect this, other than new coffee cart which will operate from 1 st April on an initial one year licence.	
5.6	The Commissioners discussed the harbour strategy for the next 3-5 years, taking into account comments from the HUG with potential projects to begin to scope and apply for grant funding for, including;; <ul style="list-style-type: none"> • New cranes – the current motors are all becoming problematic • New waste oil tank and fill in old tank • Fuel pump upgrade • Options on sustainability projects • Retail options- layout plan 	
6.0	Port Emergency Plan (PEP)	
6.1	Ron Bailey (DP) attended to talk through the Port Emergency Plan. He also discussed a Maritime Security Plan which the Commissioners could include, in part, into the PEP.	

	<p>Ron Bailey will support FK to prepare a draft document for review. This will include feedback from relevant emergency services. The discussion noted the following points;</p> <ul style="list-style-type: none"> • The harbour is a Category 2 responder in an emergency situation • Consider the impact of media interest in an incident scenario • Link in with the local councils • Find out key contacts to include in the plan – e.g. tugs, pollution (link with Oil Spill Response) • Plan for exercises to test the plan. 	
7.0	P&L, Finance	Action
7.1	<p>The Commissioners considered the management accounts and were happy with the position running towards the year end.</p> <p>KR agreed to produce a budget for 2026-7, to be approved at the next meeting, if not before.</p> <p>The cash balances had been distributed by the clerk.</p> <p>The debtors situation was reviewed and noted.</p>	KR
8.0	Harbour Assistants - Update	Action
8.1	<p>It was noted that one of the HAs remains off sick.</p> <p>HM confirmed that the other two new HAs seemed to be fitting in well and obtaining the required skills.</p>	
9.0	Top 3 Risks – HM.	
	<p>a – Tripping Boat – Boarding and Landing b – Diving Incident – brought ashore c – Cargo lifting on dockside</p> <p>Top 3 risks remain as above.</p> <p>Incident reported of the forklift hitting a contractor’s vehicle. The HM will ensure only those trained to use the forklift, were allowed to use it.</p>	
10.0	Any Other Business - All	Action
10.1	<p>Discussion on the use of a van for harbour staff – while it could prove useful to have a vehicle for HAs to move tools and equipment (and not use the forklift) it was agreed that the van that was being repaired would be sold, but options would be considered including a gator with sources of grant funding explored.</p>	
10.2	<p>Harbour cottage – it was agreed that as some of the windows required replacing a quote would be obtained to replace them all and given consideration at the next meeting. Noting that it made sense to continue to improve the assets owned by NSHC.</p>	FK/ Clerk

10.3	New boat policy- it was agreed that there should be a process to follow to request berths for new vessels. A new request for berthing form could be drafted. FK to check the current berthing agreement for relevant clauses.	FK
10.4	PMSC – the required declaration of compliance has been submitted to the MCA portal by the Chairman, James Boulton.	
11.0	Dates of next meeting Thursday 21st May 2026	
12.1	22nd May (to be changed to 20 th May or 21 st May) 24th July 25th September 20th November	