



## North Sunderland Harbour Commissioners

Thursday 21<sup>st</sup> November 2025 – 2pm

### General Meeting - Minutes

<b>Present:</b>		<b>Apologies Received:</b>
James Boulton (JB) Chair		Guy Renner-Thompson (GR-T)
Toby Douglas (TD)		
Michael Evans (ME)		
Glen Annison (GA)		
Kerren Rodgers (KR)		
Fiona Kibby (FK) Harbour Master (HM)		
Matthew Stephenson (MS)		
Ron Bailey (Designated Person for PMSC)		
<b>1.</b>	<b>Apologies for Absence &amp; Declarations of Interest</b>	<b>Action</b>
1.1	There were no changes re Declarations of Interest for this meeting.  NIFCA are seeking volunteers to join the Harbour Commission. Awaiting update once this process is completed.	
<b>2.</b>	<b>Approval of Minutes</b>	<b>Action</b>
2.1	The minutes of the September 2025 meeting were proposed by KR, seconded by ME and approved. The minutes will be added to the website by the Clerk.	<b>Clerk</b>
<b>3</b>	<b>Actions List/ Matters Arising</b>	<b>Action</b>

3.1	Work continues at the Harbour Cottage. Roof needs repair.	Clerk
<b>4</b>	<b>HRO update</b>	<b>Action</b>
4.1	No further update at this meeting. The Commissioners are aware of the queue of HRO's awaiting progression.	JB
4.2	The Commissioners appointed by NIFCA are yet to be confirmed. JB is checking to ensure any appointment process meets the requirements of the Harbour 1931 Act.	
<b>5</b>	<b>Projects/ HM update</b>	<b>Action</b>
5.1	The quote from Thorburns for the removal of the pontoons was approved by the Commissioners. This is approved to go head for this year to allow for the improvements to the floats by Inland and Coastal. The cost for reinstalling will be approx. the same. Date tbc.	FK
5.2	Pontoon Lighting – Oswald Hughes yet to start this work.	FK
5.3	The quote from Thorntons for the dredging of the inner harbour, gut channel and pontoon area was approved in principle. Work is expected to take 6 days, moving silt to the disposal point. The Harbour Master to organise testing and informing the MMO. Ron Bailey suggested double checking the work and methods with specialist John Gunn.  It was noted that the dredging costs are accrued each year in harbour accounts.	FK
5.4	Oswald Hughes are completing the rectification works highlighted in the EICR inspection.	
<b>6</b>	<b>P&amp;L, Finance</b>	<b>Action</b>
6.1	There was a suggestion that a fuel card may be cheaper for the forklift diesel – Clerk to investigate options.	Clerk
6.2	There was a query on the tax rebate and additional office costs, KR to check these.	KR
<b>7</b>	<b>Port Marine Safety Code Update</b>	<b>Action</b>
7.1	Ron Bailey reported that harbour is compliant to the PMSC requirements. There were some observations noted. <ul style="list-style-type: none"> <li>• A suggestion that risk assessments could be shared between Dunbar and NSH for external review.</li> <li>• The NSH Oil Spill Plan is due for review in 2026 – this is usually completed by specialists (Briggs). Harbour Master to contact them and plan in the review for Q1 2026</li> <li>• New employees (harbour assistants will need training in oils spills to level 1-2) induction plan to be drafted.</li> </ul>	

	<ul style="list-style-type: none"> <li>• A port emergency plan to be drafted for approval by NSHC</li> <li>• Compliance reporting to PMSC will be required in 2026 – MCA to issue instructions on how to report via a new portal.</li> </ul>	
<b>8</b>	<b>Harbour Fees and Charges 2026-27</b>	
8.1	The Commissioners reviewed the proposals for charging submitted by the HM. There was a discussion on the rates for the trip boats (passenger licence) to be increased by £500 for 2026-7, and for a new cap (£10K) on fishing landing dues for a single vessel. Other fees increased by the rate of inflation. The minimum fee for landing dues was increased to £2K. The full, agreed, fees table is to be recirculated by HM and added to website in January.	<b>FK</b>
<b>9</b>	<b>Harbour Assistants - Recruitment</b>	<b>Action</b>
9.1	There was a discussion on the shortlisted candidates for the Harbour Assistants role. It was agreed that informal interviews to be held in December. FK to organise and send out invites.	<b>FK</b>
<b>10</b>	<b>Top 3 Risks – HM.</b>	
	<p>a – Tripping Boat – Boarding and Landing</p> <p>b – Diving Incident – brought ashore</p> <p>c – Cargo lifting on dockside</p> <p>Top 3 risks remain as above. Incident reported of boat needing assistance on the slipway (recovering from a Fluke Hole mooring). HM to review RA to ensure this is included.</p>	
<b>11</b>	<b>Any Other Business - All</b>	<b>Action</b>
11.1	Red Light – aid to navigation at the harbour entrance looks dim – HM to investigate.	<b>FK</b>
11.2	A response to the ongoing correspondence with the Viking management company was discussed with a draft to be prepared (ME) and emailed.	
11.3	RNLI use of corner of boatyard for a storage shed. There were concerns over the loss of space, providing space free of charge and other H & S issues. HM to discuss with RNLI	<b>FK</b>
11.4	Wet Wheels charity visit to the harbour to be planned for July 2026. The HM proposed that they be permitted to use pontoon (and parking) without charge and requested local knowledge support for their trip to the Farnes, which was agreed.	
<b>12</b>	<b>Dates of next meetings 2026</b>	

12.1	23rd January (KR gave apologies for not able to attend in Jan) 20th March 22nd May 24th July 25th September 20th November	
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