



## North Sunderland Harbour Commissioners

Thursday 22nd May 2025 – 2pm

### General Meeting - Minutes

Present:		Apologies Received:
James Boulton (JB) Chair		Glen Annison (GA)
Toby Douglas (TD)		
Michael Evans (ME)		
Guy Renner-Thompson (GR-T)		
Kerren Rodgers (KR)		
Matthew Stephenson (MS)		
Capt Ron Bailey (RB) Designated Person for PMSC		
Fiona Kibby (FK) Harbour Master (HM)		
<b>Notes:</b>		<p><b>Items in bold denote an action, a result or a decision.</b></p> <p><b>NFA denotes No Further Action.</b></p>
1.	Apologies for Absence & Declarations of Interest	Action
1.1	Glen Annison sent apologies for absence. Toby Douglas joined meeting at 1430.	<b>KB/ FK</b>
1.2	Noted that Colin Hardy and Catherine Seymour have stepped down as Commissioners representing NIFCA post the local elections. NIFCA will appoint new Commissioners in due course. New Commissioners will require Duty Holder training. RB offered to conduct this at his next visit to NSHC in Sept. FK/ KB will arrange.	

1.3	The Chair and Board wish to pass on thanks to Colin and Catherine for their support and time on NSHC.	
1.4	No changes re Declarations of Interest for this meeting.	
<b>2.</b>	<b>Approval of Minutes</b>	<b>Action</b>
2.1	The minutes of the meeting of 21st March 2025 were proposed by KR and seconded by MS. Approved with no amends. 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	The HM went through the action list updates.  Noted the difficulty in getting work completed at Harbour Cottage. JB requested a list of work to be emailed to him.	<b>Clerk</b>
<b>4</b>	<b>HRO update</b>	<b>Action</b>
4.1	No further update, given the ongoing back log at MMO.	
<b>5</b>	<b>Projects update</b>	<b>Action</b>
5.1	Pontoon – Contractor (Thorburn) attended on 22 <sup>nd</sup> May to inspect the pontoon regarding addition of extra floats under the gangway and at the steps end. They also tightened bolts.	<b>FK</b>
5.2	Visitor and user feedback received regarding the gaps on the gangway handrail and on the slope. HM to review adding extra guarding on both. Pier side handrail is under construction (Lee Wire) and awaiting galvanising.	
5.3	CCTV Improvements – KDM have offered to install the power required for the cameras at the new freezers. HM will follow up.	<b>FK</b>
5.4	Power pedestals – all have been installed by Oswald Hughes and are operational. A few user queries arose once cards issued but now all working smoothly. There are some final power points to install on long pier by OH.	
<b>6</b>	<b>Freezer Project Update</b>	<b>Action</b>
6.1	Northern Power Grid - have requested the fitting of some pre-fault location equipment to investigate issue. They are slow to respond, and a solution is likely to take months.	
6.2	KDM have continued to seek other solutions, and we are trialling an electromechanical stabiliser for voltage control, fitted (20/05/25). Equipment is on hire via KDM for up to 1 month at a cost of around £600 + VAT including install etc. If it works, we can purchase for £6,204+VAT (total price).	

<b>7</b>	<b>P&amp;L, Finance</b>	<b>Action</b>
7.1	<p>KR had circulated a draft budget 2025/6 to all commissioners. There were queries on the following;</p> <ol style="list-style-type: none"> <li>1. Annualisation of capital grant</li> <li>2. To ensure up to date salary figures</li> </ol>	<b>KR</b>
7.2	Notwithstanding these queries, the budget was adopted by the Commissioners.	
<b>8</b>	<b>Harbour Users Group</b>	<b>Action</b>
8.1	The scheduled meeting for May was cancelled by the HUG chair. The next meeting is planned for July.	
<b>9</b>	<b>Top 3 Risks – HM.</b>	<b>Action</b>
9.1	<p>a – Tripping Boat – Boarding and Landing  b – Diving Incident – brought ashore  c – Cargo lifting on dockside</p> <p>The HM has updated the Risk Assessments regarding the boarding and landing on the pontoon. A review of the diving incident / brought ashore will be completed by HM, considering the pontoon.</p> <p>Top 3 risks remain as above.</p>	<b>FK</b>
<b>10</b>	<b>Port Marine Safety Code (PMSC) Update – Ron Bailey DP</b>	
	<p>Ron Bailey gave a brief introduction to the role of Designated Person and the PMSC. There is a new edition now called the Ports and Marine Facilities Safety Code. It applies proportionately to all harbours, marinas and jetty facilities.</p> <p>Duty holder changes – the audit looks at 10 key areas and note the changes in wording to ‘must’ in some places. The Duty holders must have DH training, and awareness of the powers, duties and responsibilities. A Safety Management system (SMS) must be in place.</p> <p>The harbour must appoint a DP and have competent team in place to manage the harbour operations and business.</p> <p>There must be continuous improvement of the plan and understand the operations.</p> <p>The MCA has a ‘call for compliance’ for harbours to declare their compliance with the PMSC usually every 3 years. It has granted 9 months for new code compliance to be met. Note there may be an introduction of new software to register compliance.</p> <p>Also note the Civil Contingencies Act. A harbour authority is a category 2 responder under this act. In the event of an emergency the harbour will work with Cat 1 responders, but it is worth looking at emergency planning and exercises to test capability. (FK to review)</p>	

<b>11</b>	<b>Any Other Business - All</b>	<b>Action</b>
11.1	David Smith MP has requested information to contact the fishing community, and a letter is expected regarding recent government announcements over EU fishing rights. The letter could be made available through harbour notice board once received.	
11.2	Eric Robertson, Chair of Dunbar Harbour Trust visited NSHC and met with JB and had a tour of the harbour by FK. He is seeking revenue ideas for Dunbar. A reciprocal meeting is arranged for 4 <sup>th</sup> July.	
<b>12</b>	<b>Dates of next meetings 2025</b>	
12.1	<b>Thursday 31<sup>st</sup> July – 14.00 *new date*</b> Friday 26 <sup>th</sup> September – 14.00 Friday 21 <sup>st</sup> November – 14.00	