

**COMMISSIONERS' MEETING**  
**HELD ON 12 SEPTEMBER 2018**

A meeting of the Newport Harbour Commissioners was held at the offices of The Mission to Seafarers, Alexandra Docks, Newport, on Wednesday, 12th Day of September, at 09:30am

**PRESENT**

Mr J.C Neale (in the Chair)

Messrs S.P Davison, M.C James, A.R Speight, R Steed, E.J Watts MBE DL and Captain R.M McDonald.

**APOLOGIES**

Mr G Jug and Councillor J.A Guy have apologised for non-attendance.

**IN ATTENDANCE**

Mr T Batchelor and Captain R Lewis were in attendance.

**MINUTES**

3498. It was resolved on a motion by Mr S.P Davison, seconded by Mr A.R Speight, that the minutes of the last meeting of the Commissioners, which took place on 11 July 2018, (a copy of which had been sent to every Commissioner), be taken as read, received and adopted.

**DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS**

3499. Mr R Steed declared an interest in matters pertinent to Liberty Steel Newport Limited and Bird Port Limited.

**HARBOUR MASTER'S REPORT as prepared by ABP**

3500. The Harbour Master's Report, as prepared by ABP, is attached.

The following further matters were noted:

**a) Navigational Lights**

It was noted that the annual audit of navigational lights, undertaken by Trinity House, will take place in October. Mr S.P Davison asked whether all the navigational lights on the River are still required. The Harbour Master noted that Trinity House had a formally-adopted list of lights that were required and they audited. Lights could also be required to adhere to civil requirements. Trinity House's inspection did not go beyond the SDR Bridge. It was agreed that the Harbour Master would furnish the Commissioners with a list of the TH adopted lights.

**b) Pilotage Arrangements**

Mr T Batchelor noted that one pilot had left in August and a new trainee pilot was sought. In response to a question from Mr M.C James an explanation of when pilots are required on passages to and from berths was given.

Availability of pilotage resource was discussed and it was agreed that this had improved in recent years. There is now a very robust resource in place. On occasion where the resource may be stretched, pilots are available to work overtime within the constraints of the working time directive.

**c) Liberty**

Mr R Steed noted the progress being made in the production of a mooring plan, particularly in relation to smaller-sized vessels moving along the berth. He invited the Commissioners to view the facility in due course.

**d) Port Emergency Plan**

The Port Emergency Plan was the subject of a major re-write. A copy of the most recent draft, redacted for private information, would be sent to Commissioners in due course. Mr E.J Watts MBE

DL enquired whether the assembly points required in the event of an incident had been finalised. The Harbour Master stated that this remained under discussion.

**e) Oil Spill Plan**

The Harbour Master had a very positive meeting with Jayne Ede, Counter Pollution and Salvage Officer (MCA). Ms Ede noted the all-encompassing regional plan and the training exercises being undertaken. Mr R Steed asked about the Commissioner's position in relation to regional exercises. The Harbour Master noted that the regional plan is accepted by MCA and therefore compliance with that plan ensured full compliance by NHC. Nevertheless terminal facility operators can prepare further reviews/ checks at their own berths as they see fit.

**f) Safety Management System**

The advantages of the new share point system were noted. Detailed information of safe passage plans and other information was now more readily accessible with details kept electronically rather than handwritten. Master: Pilot information exchange was improved dramatically and a full record of the safe passage plans maintained.

It was confirmed that vessels entering the port and using a PEC were recorded on the relevant statistics.

**g) Lysaghts Wharf**

It was agreed that there was no requirement to light the disused wharf at Lysaghts.

**MATTERS ARISING FROM BOARD MINUTES**

**Minute 3423 – East Usk Lighthouse**

The Chairman reported that Sealite were now working on the lighthouse project. The light is being manufactured and calibrated with implementation due to commence toward the end of this month.

**Minute 3450 – Training trip**

The training trip for Commissioners, which took place on 20 July, was successful and useful. It was agreed that the photographs taken by Captain R.M McDonald should be added to the website and that the training should be repeated next year.

Following this meeting further training would be given to Commissioners via a tour of the enclosed dock by minibus, kindly provided by the Mission to Seafarers.

**Minute 3483 – Furniture**

This matter was deferred until the next Board meeting.

**Minute 3488 – Appointment of Commissioners**

The Secretary reported that there had been no applications arising from the advertisement in the Argus in August. Messrs J.C Neale, G Jug and R Steed, retiring by rotation at the end of October, all sought re-election to the Board. Mr S.P Davison, having served for 17 years as a Commissioner, was not seeking re-election.

After discussion, the following motions were passed unanimously (with Commissioners not taking part in votes that related to them personally):

It was proposed by Mr E.J Watts MBE DL, seconded by Mr A.R Speight, that Mr J.C Neale be re-appointed for a 3-year term commencing 1 November 2018.

It was proposed by Mr S.P Davison, seconded by Captain R.M McDonald, that Mr G Jug be re-appointed for a 3-year term commencing 1 November 2018.

It was proposed by Mr S.P Davison, seconded by Mr M.C James, that Mr R Steed be re-appointed for a 2-year term commencing 1 November 2018.

### **BIENNIAL SURVEY OF THE RIVER USK**

3501. The Chairman referred to the quotations received to undertake the biennial survey of the River Usk between the points agreed previously. It was confirmed that the contract would be given to UK Dredging on grounds of cost, both quotations having been of a very high quality. The contract would last until 2024 as guarantees on future costs had been received.

3502. The Chairman referred to the option of also surveying the two major river berths as part of the review. As a harbour authority, in his opinion, the survey should cover the entire area including the berths. He noted that all other river authorities do this around the UK. Mr S.P Davison referred to previous threatened litigation where berth owners contended that the Commissioners would be liable to pay for dredging at their berths. This had subsequently been refuted but not without a lot of wasted time and expense. He expressed concern that a similar type of issue could arise in the future if survey work was done at the private berths. The Chairman responded that there was a clear distinction between dredging and surveying. The information gleaned from the surveys would be invaluable to the Commissioners in backing-up decisions made. Compliance with the Port Marine Safety Code would also be improved. Captain R Lewis added that the information would be useful for the pilots. It was a weakness that this information was only available once every other year at present. Changes since the last survey could be shared with the terminal operators and decisions made how often the operators themselves should be surveying. Mr A.R Speight asked whether the costs would increase if the survey was all-encompassing. The Chairman responded that there was an incremental cost, but that the total expenditure would still be less than budgeted due to the outer stretches of the River no longer being surveyed. Mr A.R Speight supported the option to survey the berth, noting that the Commissioners would be monitoring and not maintaining. After further decision it was proposed by the Chairman, seconded by Captain R.M McDonald and agreed by 6 votes to 1 vote against that the biennial survey would cover the two major river berths on the river.

### **MONTHLY ACCOUNTS**

3503. The accounts for the current month were examined. It was agreed unanimously that the attached accounts amounting to £4,511.99 be paid. It was also agreed to pay the Chairman of the Advisory Body a sum of £36 for expenses incurred on talks about the E Usk Lighthouse over the summer. The accounts for the previous month (August 2018) were formally approved, having been agreed unanimously by email previously.

### **INCOME AND EXPENDITURE**

3504. The statement of the Commissioner's revenue was examined. They disclosed monthly bills of £17,130.431 compared to the budget of £18,000.00. Expenditure for the month totalled £3,932.31 compared to the budgeted figure of £14,500. The year to date costs amount to £49,747.27 compared to the budget of £81,763.

### **INVESTMENTS**

3505. It was confirmed that the amounts at present invested were as follows:

Monmouthshire Building Society	£76,161.15
Nat West	£28,888.22
Santander	£25,000.00

### **CORRESPONDENCE**

3506. A letter from Vodafone dated 31 August concerning the termination of a wayleave agreement was noted.

### **ANY OTHER BUSINESS**

### **BPA TRAINING**

3506. The Chairman noted that the BPA course for non-mariners which has taken place in Caernarvon will be repeated in Exeter. The provisional date for this course is Friday 9<sup>th</sup> November.

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_