

## YHAC CONFIRMED MINUTES

**Yarmouth (Isle of Wight) Harbour Commissioners**  
**Minutes of a Meeting of**  
**The Yarmouth Harbour Advisory Committee**  
**held at the Harbour Office**  
**on 8 May 2019 at 0900 hours**

<b>PRESENT</b>	Liz Mead David Fox – Chair Gill Kennett – Vice Chair Katie Davies Sue Hawley Jamie Allen Ginny McKee John Howe Jamie Sheldon Bill Attree Stuart Hutchinson	Yarmouth Sailing Club Royal Yachting Association Freshwater Parish Council Royal Solent Yacht Club Estuaries Officer British Marine Federation Yarmouth Harbour Staff Representative Totland Parish Council Country Landowners Association Commercial Fishermen’s Association Isle of Wight Council
<b>IN ATTENDANCE</b>	Tim Adams Sarah Judd Sue Poston	Chief Executive/Harbour Master Admin Assistant Commissioner
<b>APOLOGIES</b>	Derek Graham Scott Neill Jenny Jackson Mike Wheeler Phil Keen	Wightlink Deputy Harbour Master Yarmouth Town Council Yarmouth Business Association Commercial Operators Representative

The Chairman welcomed Commissioner- Sue Poston and the RSYC’s new representative Katie Davies to the meeting.

### 1. **Approval of Minutes**

The Minutes of 13 March 2019 were approved.

### A. **OPERATIONAL UPDATE**

#### 1. **Matters Arising from 13 March 2019**

- Update on Risk Assessments The CE/HM thanked members for their comments on the Harbour’s Risk Assessments. One such comment related to the tender pontoon and the potential for a visitor/resident to fall into the water whilst trying to climb over other boats whilst trying to get ashore. The CE/HM confirmed that there is a ladder nearby and went onto explain the additional mitigating measures that YHC have put in place in order to reduce the risk of this happening – namely:
  - The provision of racks for tenders aimed at easing congestion in this area

- The introduction of a dedicated tender pontoon near to the lifeboat
  - The introduction of a free of charge water taxi service for annual mooring holders
  - The provision of YHC tenders in the harbour for use by mooring holders
- Fuel System Issues – the CE/HM reported that since the new fuel system had been installed there have been a few teething problems but these seem to have been solved and the system is operating well.

## 2. Boat Numbers

### April 2019

- Overnight visits for April show an increase of 27% or 300 boat nights and totalled 1409 visits.
- Short Stays or lunchtime visits totalled 599, an increase on the previous year of 226 visits or 61%.
- Long Term Visitors totalled 1632 nights an increase on the same month last year of 366 nights or 17%.
- Total visits to the Harbour during April was 3,640 an increase on the previous year of 769 visits or 27%.

## 3. Wightlink

The Wightlink rep was not present at the meeting and no report received.

Members wished it to be noted that the relationship that Wightlink have with both the Harbour and residents of West Wight is a very positive one which is appreciated by all.

## 4. Port Marine Safety Code

There was a Safety Audit carried out on 3 April 2019 during which only one Enhancement was noted – this was that the Certificate of Compliance issued when such audits take place was not on display down in Reception for customers to see. A land-based Audit was also undertaken by Wight Safety who noted one issue relating to the use of the crane by a customer without the correct use of the cradle. As a result of this, the Risk Assessment and Standard Operating Procedure have been rewritten to incorporate this as a requirement.

## B. ADVISORY ISSUES

### 1. Matters Arising from 13 March 2019

- Clarification of bridge closure procedure. The Standard Operating Procedure for this was given to the member who enquired about this during the meeting for comment/clarification.

### 2. Stakeholder Benefits (for Annual Report) to be considered by the Committee

A list of Stakeholder Benefits to be included in the Annual Report was handed around to members. The CE/HM asked for any additions/comments to please be forwarded to him via either email or phone within the next two days.

### 3. New Commissioner Appointment

The Chairman explained that he had been involved in the recent recruitment of a new Harbour Commissioner. Several people were interviewed and the decision made to appoint Phil Keen. Phil's appointment will commence on 1 June 2019. This will mean that a new Commercial Operators Representative will need to be appointed to sit on YHAC prior to the next meeting. **Action SJ.**

#### 4. Pier Project

The HLF part of the project has almost reached an end - the only things yet to be completed are the installation of the underwater camera and interpretation in the roundhouse. The paperwork to claim the final 10% of project costs from HLF can soon be completed and the evaluation of the project will follow. The Pier Appeal has almost reached its target of £15,000 which is great news. Plank sponsorship has helped with this and a new policy has been introduced along with an updated sponsorship form. Sponsorship of a plank for £150 will now last for 5 years, after which the sponsor will be given the option to re-sponsor. This will help to pay for the maintenance of the names on the plank, the replacement of planks and future restoration costs. The existing waiting list has now been cleared but a new one started almost immediately. YHC will keep a list of people that are interested in sponsoring the planks in future and contact them when other planks become available. There will be information in the Roundhouse telling people whom they should contact about plank sponsorship.

A member mentioned that they felt that the Pier represents a really important part of the community of Yarmouth and the group offered their congratulations and thanks to the Project Manager for delivering such a successful restoration programme.

#### 5. Harbour Works

The temporary floating pontoon has now been installed along Town Quay ready for use by short stay visitors throughout the summer.

The new pontoon south of the bridge is currently having water and electricity connected to it.

The Maintenance Team are busy with works at what was Yarmouth Spice in prior to the arrival of its new tenants.

#### 6. Environmental Matters

There was nothing to report.

#### 7. Events

- YHC Spring Festival – 4 May 2019 - Update  
Members reported that despite the cold and windy weather the event was still well attended. Yarmouth Sailing Club reported that they had signed up 30 new members on the day, and the Royal Solent Yacht Club 19 new members which is great news. The Committee offered their thanks to all YHC staff for once again making it a successful event.
- Old Gaffers Weekend (waterbased only) – 31 May -2 June 2019
- A Celebration of Sea Songs & Shanties – 31 May – 2 June 2019
- YHC AGM – 7 June 2019. Members were encouraged to attend. JH, JA and LM gave their apologies.
- YSC Golden Anniversary weekend – 28-30 June 2019
- RSYC Taittinger Regatta – 26-28 July 2019

#### 8. Any Other Business

- A member enquired about safety ladders on the Commercial Pontoon. The CE/HM is to investigate and report back at the next meeting. **Action TA.**
- A member commented that he felt that the harbour is presently the best its ever been and extended his thanks to all YHC staff for helping to ensure that this is the case.

**9. Date of next meetings**

10 July and 11 September 2019.

The meeting finished at 1020.