

# Public Document Pack



Monitoring Officer  
**Geoff Wild**

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## Agenda

Name of meeting	<b>HARBOUR COMMITTEE</b>
Date	<b>WEDNESDAY 30 SEPTEMBER 2020</b>
Time	<b>2.00 PM</b>
Venue	<b>VIRTUAL (MS TEAMS)</b>
Members of the committee	Cllrs I Ward (Chairman), J Hobart, G Perks, M Price, S Smart and B Tyndall, Vacancy  Democratic Services Officer: Marie Bartlett democratic.services@iow.gov.uk

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1. **Minutes** (Pages 5 - 8)

To confirm as a true record the Minutes of the meeting held on 24 June 2020.

2. **Declarations of Interest**

To invite Members to declare any interest they might have in the matters on the agenda.

3. **Public Question Time - 15 Minutes Maximum**

Questions are restricted to matters not on the Agenda. Questions must be delivered in writing, or by electronic mail, to Democratic Services at [democratic.services@iow.gov.uk](mailto:democratic.services@iow.gov.uk) no later than 2.00pm on 28 September 2020. Each question must give the name and address of the questioner.



To observe the meeting as a member of the public/press please use the link provided above. This link will be made available 24 hours prior to start of the meeting. Please ensure you access the meeting in good time. Guidance on how to access the public meeting can be found [HERE](#). Committee members and pre-arranged attendees will be contacted by Democratic Services to supply the appropriate link to participate in the meeting.

Details of this and other Council committee meetings can be viewed on the Isle of Wight Council's website at <http://www.iwight.com/Meetings/current/>. This information may be available in alternative formats on request.

4. **Finance Report** (Pages 9 - 10)

To receive a finance report

5. **Reports of Senior Harbour Master**

(a) Get Well Plan (Pages 11 - 12)

(b) Senior Harbour Master Report June to August 2020 (Pages 13 - 18)

6. **Harbour Revision Order**

To receive an oral update

7. **Members' Question Time**

A question must be submitted in writing or by electronic mail to Democratic Services no later than 2.00 pm on Tuesday, 29 September 2020.

GEOFF WILD  
Monitoring Officer  
Tuesday, 22 September 2020

## Interests

If there is a matter on this agenda which may relate to an interest you or your partner or spouse has or one you have disclosed in your register of interests, you must declare your interest before the matter is discussed or when your interest becomes apparent. If the matter relates to an interest in your register of pecuniary interests then you must take no part in its consideration and you must leave the room for that item. Should you wish to participate as a member of the public to express your views where public speaking is allowed under the Council's normal procedures, then you will need to seek a dispensation to do so. Dispensations are considered by the Monitoring Officer following the submission of a written request. Dispensations may take up to 2 weeks to be granted.

Members are reminded that it is a requirement of the Code of Conduct that they should also keep their written Register of Interests up to date. Any changes to the interests recorded on that form should be made as soon as reasonably practicable, and within 28 days of the change. A change would be necessary if, for example, your employment changes, you move house or acquire any new property or land.

If you require more guidance on the Code of Conduct or are unsure whether you need to record an interest on the written register you should take advice from the Monitoring Officer – Geoff Wild on (01983) 821000, email [geoff.wild@iow.gov.uk](mailto:geoff.wild@iow.gov.uk), or Deputy Monitoring Officer - Justin Thorne on (01983) 821000, email [justin.thorne@iow.gov.uk](mailto:justin.thorne@iow.gov.uk).

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If you wish to record, film or photograph the council meeting or if you believe that being filmed or recorded would pose a risk to the safety of you or others then please speak with the democratic services officer prior to that start of the meeting. Their contact details are on the agenda papers.

If the press and public are excluded for part of a meeting because confidential or exempt information is likely to be disclosed, there is no right to record that part of the meeting. All recording and filming equipment must be removed from the meeting room when the public and press are excluded.

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## Minutes

Name of meeting	<b>HARBOUR COMMITTEE</b>
Date and time	<b>WEDNESDAY, 24 JUNE 2020 COMMENCING AT 2.00 PM</b>
Venue	<b><u><a href="#">MICROSOFT TEAMS ONLINE</a></u></b>
Present	Cllrs Stuart Hutchinson (Chair), Andrew Garratt, Steve Hastings, John Hobart, Matthew Price, Shirley Smart
Officers	Sarah MacDonald, Jonathan Brand, Alex Minns, Sean Newton, Joe Rennie
Other	David Foster

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### 1. **Election of Chairman**

Apologies had been received from Cllr Ward. Cllr Hutchinson was elected as Chairman for the day and took the chair.

### 2. **Minutes**

#### RESOLVED:

THAT the Minutes of the meeting held on 18 December 2019 be confirmed.

### 3. **Declarations of Interest**

No declarations were received at this stage

### 4. **Public Questions Time**

None received.

### 5. **Harbour Committee Terms of Reference**

The Terms of Reference had been updated to include Ryde and Ventnor Harbours.

A query was raised as to whether the membership should comprise up to seven elected members rather than five, as stated in paragraph 3.1. The Assistant Director of Neighbourhoods would discuss the issue with the Monitoring Officer outside of the meeting. It was thought that the membership should be proportional but that seven members would help to avoid the Committee becoming inquorate.

The Committee was otherwise happy with the content for recommendation to Full Council.

**RESOLVED:**

THAT the matter of membership number be discussed with the Monitoring Officer and the document updated as required.

THAT the updated document be recommended to Full Council for approval.

**6. Finance Report**

The Financial Statement for Newport Harbour as at 31 March 2020 was presented. It was noted that the next finance report would include Ryde and Ventnor Harbours. Members were satisfied with the layout and content of the statement. This was the first opportunity for members to look at the end of year report. Public consultation would take place in July and comments brought back to the Committee before publishing.

**RESOLVED:-**

THAT the document be noted at this stage.

**7. Reports of the Senior Harbour Master**

**(a) Get Well Plan**

The Senior Harbour Master reported that the Emergency Plan was being updated, a working draft had been shared with Cowes Harbour Master for his input. David Foster added that the Get-Well Plan was almost complete.

The council was experiencing difficulties with the Marine Management Organisation (MMO) and objectors but had taken action even though some objections were still outstanding. Some lines may need to be added to the plan with regard to Ryde and Ventnor Harbours.

The council was still in discussion with Ryde and Ventnor Town Councils regarding both harbours. There had been no movement recently due to the coronavirus lockdown. If the harbours were transferred to the Town Councils, they would require a baseline audit as part of the governance transfer. In addition, Ventnor TC wanted to negotiate the inclusion of other matters.

**(b) Senior Harbour Master Report**

The SHM reported that the period from December 19 to February 20 had been reasonably busy. The Folly visitors' berthing supervision contract had been advertised. The boats moored up along the wall near the Bargeman's Rest in a state of disrepair had been removed and some others had been taken to the Council depot.

The Safety Management system had been published on the council's website.

All pontoons, including the Folly, had been power washed.

The Chairman queried whether the hand crane issue had been resolved and was informed that the issue was still ongoing but had been held up due to COVID 19. The maximum lifting weight had already been reduced but it would be resolved with the person affected. Consideration would be given whether to continue with the service.

During the period from March 20 to May 20 staff had been requested not to come into the office as it could put them at risk. They had been redeployed to other areas of the council. A lot of information had been put on the website to keep the public informed of the current situation and emails had been sent to berth holders and houseboat owners. Showers and hospitality suites had been locked down and there were no visitors permitted at present.

Renewal letters had been sent to berth holders in early March and a phone payment system had been set up.

A boat which had been in a bad condition had sunk on the Folly mooring and the owner had been invoiced for its removal.

**RESOLVED:**

THAT the report be received and noted.

**(c) Harbour Revision Order**

The Committee were updated on the status of the Harbour Revision Order. There was to be a meeting later in the week with the Marine Management Organisation to complete the Order. Agreement had been reached between the council's legal team and marine lawyer and the Order had been redrafted. An objection had been received from the DfT and the wording altered. It was believed there were other objections but these had not been forwarded by the MMO. The draft HRO had been passed to their lawyers and there were some minor points and legal issues to be discussed at the meeting later in the week. A written update would be provided to the Committee at the next meeting. The Director of Regeneration had also been involved in pushing the matter ahead. The Chairman asked whether all the objections were on a similar theme and it was noted that they were and had all been dealt with, which was encouraging.

RESOLVED:

THAT the update be noted and the Committee to receive a further written update at the next meeting.

**8. Newport Harbour Masterplan**

The Director of Regeneration had produced a brief overview of the plan. It was noted that the plan was due to be considered by Cabinet on 6 August 2020. Cllr Price was concerned that comments he had previously made in relation to the proposed housing at the entrance to Seaclose Park had not been taken into account. He had no issues with the rest of the plan. The Director of Regeneration had been called away and was late joining the meeting. He had hoped to share his presentation with feedback that had been received including concerns relating to flood risk and aesthetics.

With regard to the Supplementary Planning Document (SPD) there had been 46 responses to the consultation. The Environment Agency wanted more work done to the document to avoid them objecting. Seaclose plans had been revised twice already as a result of feedback received. It needed to feed into the Housing Needs Strategy and had been a challenge as regards the loss of some green space.

It was confirmed that local people would be involved in the finer design details.

The DoR would share the presentation with the Committee and meet with Cllr Price and Cllr Smart outside of the meeting.

**9. Members' Question Time**

There were no questions from Members, however David Foster made members aware of the proposal by Vestas to bring larger vessels up the river Medina.

The MCA had identified as an issue the fact that there had been no proper harbour master for Newport in the last three years and that this should now be taken forward. The Assistant Director of Neighbourhoods would ensure this was actioned.

More directives and guidance were expected soon from government with regard to recreational boating in the current circumstances.

CHAIRMAN

# Agenda Item 4

## Newport Harbour - Financial Statement as at 31.08.2020

Expenditure		2019/20 FY	20/21 Budget	YTD To Aug 20 (actual)	Forecast 2020/21	Forecast Under/ Overspend 2020/21	Apr 20-Jun 20 (actual)	Jul 20-Aug 20 (actual)
	Employees	86,347	86,082	33,333	81,285	4,797	19,835	13,498
	Premises	45,938	35,275	11,919	35,368	-93	7,068	4,851
	Transport	2,757	3,399	44	1,995	1,404	32	12
	Supplies and services	16,324	6,001	500	22,305	-16,304	500	0
	Contracted services	62,432	46,238	7,108	46,238	0	3,118	3,990
	Other	-1,519	0	6	-1,519	1,519	0	6
	<b>Total</b>	<b>212,278</b>	<b>176,995</b>	<b>52,910</b>	<b>185,671</b>	<b>-8,676</b>	<b>30,553</b>	<b>22,357</b>

Income		2019/20 FY	20/21 Budget	YTD To Aug 20 (actual)	Forecast Outturn 2020/21	Forecast Under/ Overspend 2020/21	Apr 20-Jun 20 (actual)	Jul 20-Aug 20 (actual)
	Leases	-80,480	-62,721	-51,824	-79,428	16,707	-49,591	-2,233
	Parking	-1,811	-4,221	-242	-242	-3,979	0	-242
	Cranes/fork lifts	-818	0	0	0	0	0	0
	Berthing fees	-83,237	-57,928	-28,947	-33,401	-24,527	-49,643	20,696
	Other income	-9,117	-10,309	-721	-722	-9,587	-468	-253
	Folly	-53,395	-107,930	-56,331	-59,407	-48,523	-19,983	-36,348
	<b>Total</b>	<b>-228,858</b>	<b>-243,109</b>	<b>-138,066</b>	<b>-173,201</b>	<b>-69,908</b>	<b>-119,685</b>	<b>-18,381</b>

<b>Net position</b>		<b>-16,580</b>	<b>-66,114</b>	<b>-85,156</b>	<b>12,471</b>	<b>-78,585</b>	<b>-89,132</b>	<b>3,976</b>
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Newport Harbour 'Get Well Plan' - Version 1.8; 17.09.2020					Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20		
No.	Action	Sub action	By Who	By When	Comments																									
		Green - complete Yellow - Planned completion date																												
6	HRO	Await MMO decision	MMO	TBC	Regular meetings held with MMO to discuss any issues and progress																									
7	General Directions	Review draft General directions after HRO decision	JB/LE	TBC	Awaiting MMO decision on HRO																									
		Informal consultation to include Harbour user group	JB	TBC	Drafts prepared but this can only follow after the new HRO is approved																									
		Submit to the MMO (early 2021)	JB	TBC																										
		Formal consultation (early 2021)	JB	TBC																										
8	Emergency preparedness	Set date for Oil Spill Contingency Plan exercise plan	JB	TBC	In consultation with CHC																									
		Undertake Oil Spill Contingency exercise (combine with emergency training exercise)	JB	TBC	In consultation with CHC; to be rescheduled due to Covid-19																									
		Emergency Plan to be reviewed	JB	Aug-20	Complete																									
		Emergency Plan to be re-issued/placed on website	JB	May-20	Complete																									
		Set dates to Conduct emergency training exercises (combine with oil spill exercise)	JB	Nov-19	To coincide with oil spill contingency exercise																									
10	Navigational Risk Assessment	Consider communication with vessels (LPS or VHF)	JB	Jun-19	Complete																									
		Discuss and agree NRA with the stakeholders	JB	Jun-19	Complete																									
18	Review of harbour staff, operating times and roles	Staff structure to be reviewed to enable staffing the harbour either side of high water	JB/LE	31.03.21	Harbour now staffed 2 hours either side of high water; structure to be reviewed and new structure to be implemented pre-Easter 2021																									

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## Newport Harbour - Senior Harbour Master Report – 1 June to 31 August 2020

<b>Visitor Numbers</b>	June: 2	July: 89	August: 183
<b>Folly visitor numbers</b>			August: 563
<b>Permanent berths</b>	Newport Harbour	Regular users: 9	Live-aboard: 4
<b>Folly Paid</b>	Folly: 128	Pontoon: 73	Swing: 55
<b>Folly to pay or cancel</b>	Folly: 22	Pontoon: 9	Swing: 13

### Level of Risk

During this quarter the main risk is being able to operate the harbour within the current Covid-19 restrictions and guidelines; this has been balanced with the requirement to keep the harbour staff and users safe.

### Staff

- The harbour maintenance staff continued to be requested not to come into work up to the 27.07.2020, due to Coronavirus. The harbour checks, replying to phone messages, email and taking payment have all been carried out by SHM.
- The harbour maintenance staff were requested to return to work for 2 hours either side of high water between the 08.00 to 18.00 from the 27.07.2020; whilst this provides a seven day a week service it is a temporary arrangement in response to Covid-19. Restructure designed and agreed; to be implemented for Easter 2021.
- Folly staffing hours where 10.00 - 21.00 Monday to Friday, Sat 09.00-23.00 Hours and Sun 10.00-18.00 hours from the 27.07.2020.
- The SHM has contacted Folly Ventures to keep them informed of the harbours position and to get feedback regarding their operation

### Works

- At present due to reduced staffing, only operational works are being carried out, until the staffing returns to the normal levels before Covid 19 reductions.
- Maintenance dredging – powers to dredge in existing HRO,10-year licence to dispose of dredged material granted by the Marine Management Organisation. Dredge area agreed; specification and tender documents being prepared – works anticipated to take place late Spring 2021.
- Wall repairs – works tender and contractor awaiting appointment. Delay in Environment Agency granting works licence due to Covid-19 and inability to attend a site; virtual meeting to discuss and resolve the outstanding queries (cofferdam, over-pumping, flood warnings).

## **Events**

- 07.06.2020 an updated Coronavirus Statement was issued, following changes to Government guidance (see below) along with updated poster, which was put up around the harbour.
- On the 24.06.2020 and 24.08.2020. the harbour Committee was held by way of Microsoft teams
- 27.07.2020 an updated Coronavirus Statement was issued, following changes to harbour staffing along with updated poster, which was put up about the harbour sites.
- The Visitors fees for Newport harbours was reduced to £1.50 per metre, from Wednesday 05.08.2020
- The harbour has now got the option to receive card payments from the 25.08.2020, with the purchase of a mobile card payment machine, organised by LE

## **Land and Property**

- The Harbour skip remains locked when harbour staff are not on site, due to fly tipping.
- Work was carried out by Island Roads on the night of the 26 & 27.06.20 in Quay street, they requested the hillside barrier to be open and then the harbour North/south barrier to aid access.
- Meet with WSM regarding a survey and plan of the water mains around the Harbour on the 03.07.20
- Harbour South car park was resurfaced over two nights (26&27.08.2020), the harbour barrier between north and south carparks was opened during the work to facilitate access
- A water meter was identified at Blackhouse quay and what it supplies was raised with Southern Water on the 06.07.2020
- On the 09.07.20 met with IT to update the computer at the office
- On 14.07.2020, met with Mountjoy to check and service the fire alarm

## **Actions**

- Meeting on the 25.06.202 with Dave from Folly Venture regarding the requirement and their operating going forward with the easing of the Covid 19 restrictions.
- A teams meeting held with MCA and the IWC emergency planning regarding the level of oil response provider required, on the 24.08.2020

## **INSPECTION RESULTS**

### **Inspections of Navigation Aids**

Periodic inspections have been carried out of the channel and navigation aids, some of which were conducted from land. All navigation aids are in place, their colour, and characteristics are as required by IALA recommendations. The inspections were undertaken 38 times in the three-month period.

### **Inspections of the channel**

Periodic visual inspections have been carried out of the channel most have been carried out from the land. The depth within the channel has not been reported below the depths advertised. These inspections were carried out 38 times in the three-month period.

### **Inspections of quays, steps, pontoons, gangway, piles and cleats**

Periodic inspections have been carried out and found to be in position and in good order. The inspections were carried out 38 times in the three-month period.

- Two Supper market trolleys removed from the harbour, one on the 07.06.2020 (by Malcom when he was taking a walk) the other on the 08.06. 20.
- Two pontoon joins on the visitor pontoon will need to be tightened or extra bolts to be fitted next month.
- Two pontoon joins on the visitor pontoon still require to be tightened or extra bolts to be fitted.
- The broken cleat on Newport harbour visitor pontoon was replaced on the 02.08.2020.

### **Inspections of lights, electric distribution points and water standpipes**

Periodic inspections have been carried out on the lights, electric point and water standpipes. The inspections were carried out 38 times in the three-month period.

- SSE came to conduct electricity checks on the visitor and Pontoon Quay supple on the 24.06.20

### **Inspections of lifebelts, fire extinguishers**

Inspections were carried out, all lifebelts, fire extinguishers and safety ladders were found to be in position and in good order. These inspections were carried out 38 times in the three-month period.

- On the 06.08.2020, the fire extinguishers at the harbour buildings and pontoon where inspected by Wight fire

### **Slipways Inspection**

The slipways have been inspected and are in good repair this includes minoring the weed build up.

- The slipways have been inspected and are in good repair. This has been helped by the environment officers, from July as it been added to their weekly inspections
- The Folly slipway was cleaned on the 07.08.20, by one of the harbour staff at low water before his set work hours at the Newport.

### **Harbour Launch, vehicle and other tools**

#### **Launch**

- The launch was last operated on 24.03.2020, it has not been used since then.
- It has been pumped out 9 times over the 3 months.
- It was tried to be started on the 27.07.2020 but did not, start, it started on the 11&12.08.2020 and run alongside the pontoon for an hour. Currently it will not start again even after the battery was charged – being investigated.

#### **Ford Ranger**

- Ford Ranger, was started on the 27.07.2020 when the harbour staff returned, working well.

#### **Other Tools**

- The Hand Crane has not been used during this time
- The owner was found to be sleeping on his vessel by harbour staff on the 14.08.2020, he was reminded this was not permitted without permission from the SHM. He has not requested for it.

## **INCIDENT AND EMERGENCIES**

### **Collisions, Fire or Explosion, Vessels Grounding, Loss of Vessel Stability, Pollution**

- None Reports

### **Dangerous Occurrences / Near Misses.**

- None Reports

### **Reportable Accidents**

- 10.08.2020, a visiting vessel hit another on the visitor pontoon when departing the pontoon, both owners where on board and their details were exchanged
- 26.08.2020, the back stay of a vessel on Folly swing mooring parted, and reported to Newport harbour, owner informed.
- On the night of 28.08.2020 crew of visitor boat where woken, by people on their boat deck by their dinghy (was chained on). the people on the boat apologetic and departed.
- Sunday 30 August The Skipper of vessel Flicker VII berthed overnight on the Folly Inn 'Walk Ashore' pontoon reported to the Duty Boatman that he would not be setting sail as planned as his wife was unwell and he had called for an ambulance. It took 40 minutes for the Paramedics to arrive. It was at this point it was reported that the lady, Caroline Nissen, was having a heart attack. It is understood she later passed away. However, it is not confirmed if she died whilst at the Folly or later in St Mary's hospital.

### **Defects Affecting Marine Safety**

- The Folly Slipway maker pole was reinstalled, and the temporary maker removed on the 07.08.20, by one of the harbour staff at low water before his set work hours at the Newport.

#### **ADDITIONAL INFORMATION**

- Port Emergency plan – reviewed and now published online at <https://www.iow.gov.uk/azservices/documents/1353-Emergency-plan-June-2020-PDF-20.08.2020.pdf>
- Aggregate berth at Blackhouse Quay not currently being utilised with good being brought in via road
- A permanent vessel departed her berth on the 24.06.20 for dry slip, will return when the work is complete.
- Visitor boat Good year refused to pay the advertised rates on the 10.07.2020 due to the harbour facilities being closed, informed that the harbour was still not reopened, and no discount on the fee was in place. he stayed 2 more nights. Payment was found at County Hall in two cheques different signatures on both and £55.00 in cash posted to the harbour office. Would not recommend supplying a berth until fully open.
- On the 13.07.20, 4 people under the influence on the visitor pontoon, not from a boat. 2 went intentionally swimming. Informed this was not wise and to stop and depart, the police where informed. They left on their own accord; police notified.
- Richardson's testing a hovercraft in the river 22.07.20
- There was a reported disturbance on the pontoon of the night of the 31.07.20 – 01.08.20 with drinkers on the quay by the visitor pontoon, the broken glass was cleared by the harbour staff.
- The harbour office fire sender was changed on the 10.08.2020
- On the 12.08.2020, drinkers on the grass bank, by the harbour stores, where seen to be throwing glass bottles at each other and swearing and fighting. There was a general nuisance for all using the harbour. The police where informed, no action/response was witnessed. The Harbour staff cleared the broken glass on the 13.08.2020. they returned on the 2.08.2020 without the fighting and the throwing of glass bottles.
- Washable face masks where issued to harbour staff to replace the disposable ones on the 13.08.2020
- Youths on the harbour store (air raid shelter), harbour staff told them to get off. Which they did by jumping onto the lamp post and sliding down. they continued to jump on to the pontoon from the quay and riding up and down the visitor pontoon.
- On the 21.08.2020, youths riding bikes on the visitor Pontoon and in one of the permeant dinghies
- The Hotel informed about their fence being blow down and needing to be secured on the 25.08.20
- On the 28.08.2020, two youths asked to leave the harbour launch and the visitor pontoon as not liked to any vessel.
- On the 30.08.2020, shopping trolley removed from off the visitor quay, returned to shop.

**Jonathan Brand,  
Senior Harbour Master**

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