

**Dunbar Harbour Trust
Management Committee Meeting 01.06.2010**

**Present: Stuart Turnbull, Bob Clunas, Duncan Forbes, John Blyth & Rodney Thomas.
Apologies: None received.**

Items	Action By	Comments
McArthur's Store Fire Audit	All	<p>A presentation was made, by Trust Director Brian Cleator, ahead of the fire audit which will be carried out by Lothian & Borders Fire Brigade on 8th July 2010. Brian has developed a Fire Plan and carried out a Fire Risk Assessment both of which are attached to these minutes.</p> <p>It will not be easy to carry out effective fire drills or training sessions as none of the occupants are employees of the Trust and it cannot be established who will be in the building at any one time.</p> <p>It is hoped that the Trust's approach in formulating the plan and risk assessment together with attempts to train as many occupants as possible over time will satisfy the audit.</p>
Harbour Steps Minor Repairs	Rodney Thomas	<p>The contractor who started the work has failed to reply to messages left for him so another contractor will be engaged as soon as possible.</p> <p>Ongoing</p>
Safety Inspections	All	<p>Only one person turned up on the 29th May and so the second round of inspections have not been carried out.</p> <p>Committee members had asked for the results of the first round of inspections and Rodney believed he had circulated these but committee members had not received them.</p> <p>Ongoing.</p>
Ladders & Blacksmith Work	Bob Clunas Rodney Thomas	<p>Contractor is awaiting opportunity to complete outstanding work in Victoria harbour.</p> <p>Ongoing</p>
Hardstanding	Rodney Thomas	<p>Work is now completed. John Blyth stated that he did not like the look of the mass concrete infill which was the cheaper repair option.</p> <p>Completed</p>
Harbourmaster's Office	Rodney Thomas	<p>Stuart informed the meeting that the Board has agreed to fund the refurbishment but have asked the DHMC to look at minimising the costs as much as possible. Rodney confirmed that additional, lower, quotations had been obtained and that he would undertake some of the electrical work himself to reduce costs as much as possible.</p> <p>Ongoing</p>
Area by Propeller	John Blyth Rodney Thomas	<p>Stuart confirmed that the Board would like to see the proposed plans for the area and might wish to see a presentation.</p> <p>It needs to be stressed that the work would be fully funded from outwith the Trust's finances.</p> <p>Refer to Board</p>

Cromwell Harbour	Bob Clunas Rodney Thomas	Online search to be carried out when time permits Ongoing
Car Park & Roads	Bob Clunas Rodney Thomas	Rodney to write to ELC Transportation Manager. Ongoing
Powered Davit	Rodney Thomas	The davit is apparently proving successful, but there requires to be some safety hatching applied to mark out the work area. Rodney confirmed that a certificate of conformity came with the davit. John pointed out that there will need to be a maintenance and inspection schedule put in place & Rodney undertook to speak to the manufacturers about this. Ongoing
Fork Lift Truck	John Blyth Duncan Forbes	We now have an outline proposal in place and it has been agreed to table this at the next harbour users' meeting to confirm the need for it. Ongoing.
Water and Power Supplies	Rodney Thomas Duncan Forbes	Rodney confirmed that discussions had been entered into to provide a sub-metered electricity supply to Cromwell Harbour together with a water supply and quotes for the work were being obtained. Rodney confirmed that he would provide a design for a stand pipe to be used here and in Victoria harbour. Ongoing.
Moorings & Waiting List	All	Duncan asked for a further meeting as he believed that there were still unfilled moorings. Stuart asked that Duncan & Bob sort this out between them and Rodney would arbitrate if necessary. Ongoing.
Dog Fouling	Noel Wight	There was an error in the minutes of the March Board meeting and no meeting with the community police officer has been arranged. This matter to be taken up by the DHMC Ongoing
Mooring Chains	Bob Clunas	Stuart confirmed that the Board was responsible for deciding on the inspection regime and that in view of the proposed harbour improvements no major inspection was to be carried out. DHMC responsible for watching brief and running repairs. Completed
Harbour Bridge	Bob Clunas Kevin Keillor	Despite assurances from ELC's CEO that work would be completed by the end of May 2010 it is still not complete and Stuart will take this up again. Ongoing

Harbour Maintenance Budget	Duncan Forbes	<p>Rodney presented the harbour maintenance budget details to date. Scrutiny by committee members has already resulted in the removal of some mis-allocated items.</p> <p>Duncan felt that it was wrong that the full amount had not been spent in previous years.</p> <p>Ongoing</p>
Seabird Centre Camera	Duncan Forbes	<p>Stuart confirmed that he would be taking up the matter of the field of view of the camera with the Seabird Centre</p> <p>Ongoing</p>
Harbour Bye-Laws	Stuart Turnbull	<p>Stuart confirmed that it had been his original intention to send copies of the bye-laws to all harbour users but with hindsight felt it better to send them to transgressors only as the majority of users are good, responsible people.</p> <p>Ongoing</p>
Broadhaven Breakwater	Kevin Keillor	<p>A G Thompson had provided a quotation for importing 1500 tonnes of rock and building a new breakwater for the sum of £ 35,300.</p> <p>It was queried whether this was necessary in view of the proposals for harbour improvements and this needs to be taken up with the Board.</p> <p>In the meantime running repairs will be carried out to the existing breakwater.</p> <p>Refer to Board.</p>
Tasty Toasty	Bob Clunas	<p>When the temporary container for the ILB arrives on site an electricity supply will be provided for it and it is planned to move the Tasty Toasty caravan to a spot near to the container and use its supply via a sub meter.</p> <p>Ongoing</p>
North Wall Railings	Kevin Keillor	<p>New railings are being installed by A Watt & Son and will be painted upon completion.</p> <p>Completed</p>
McArthur's Store	Kevin Keillor	<p>Stuart informed the meeting that a cleaner had been employed and had started work.</p> <p>There still seems to be a query over who actually looks after McArthur's Store.</p> <p>Rodney does not think that the Trust, as responsible neighbours, should site the skip on the public highway and the question arose as to the possibility of using one of the disabled parking bays.</p> <p>Ongoing</p>
General Maintenance	Duncan Forbes	<p>Rodney had left a message for the Community Service Manager at ELC to get in touch with him</p> <p>Ongoing</p>

Board Minutes	John Blyth	It was agreed that in future Rodney would receive a copy of the Board minutes and would distribute them to the members of the DHMC Completed
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AOCB

Accident Book	Stuart Turnbull	Stuart confirmed that he had copies of a suitable book.
RNLI Boathouse Enlargement	Stuart Turnbull	Stuart informed the meeting that the container for the ILB would arrive on site shortly but that the other two containers would not be arriving until August, after the Lifeboat Fête. The power supply to the ILB container can be utilised for the slipway ticket machine/barrier and the Tasty Toasty caravan.
Divers	Duncan Forbes	Duncan complained that divers were again entering the water from the concrete shelf at the end of the North pier directly in the harbour mouth. The committee had discussed erecting a barrier here in the past and Bob will approach A Watt & Son whilst they are on site to provide a quotation.
Fuel Store	John Blyth	John asked if any evidence had been found on the CCTV after the recent break in. Bob replied that there had not been a break in as such but that the padlock had become stuck and an unknown fisherman had broken the lock off with a sledgehammer. The committee agreed that this was not acceptable behaviour and had resulted in time being wasted by DHMC and DHT members together with the police. All users of the fuel store will be written to, pointing out that repair costs will be added to fuel prices.
Slipway	Bob Clunas	Bob reported that the cobbled area at the top of the slipway was breaking up in places and it was agreed that he should request A G Thompson to carry out repairs.
Storm Damage	Stuart Turnbull	Jessica Kingham of Beckett & Rankin had recently conducted a video survey on both side of the North wall which would be used for comparison purposes. Blocks on the outside of the wall have been pushed outwards by hydraulic pressure indicating internal voids in the wall. Test bores are to be carried out in an attempt to find the voids and fill them with foam grout. If necessary a ground radar survey will be carried out for comparison with the one conducted in 2003.

Items Pending:

Boat Landing Accounts	Bob Clunas	Bob to monitor accounts in future Ongoing.
Harbour Dredging	Brian Cleator	Paper drawn up by Brian Cleator is attracting interest by outside parties. Ongoing
Dog Fouling	All	awaiting results from joint initiative with ELC & police Ongoing
Provision of Landing Berth	Brian Cleator	Practical difficulties to be addressed once fuelling berth has been established. Pending
Disabled Access	Brian Cleator	Ian to discuss with Brian Cleator. Ongoing
CCTV	Rodney Thomas	Proposal to extend the system with fixed cameras sited within the completed McArthur's Store building. Pending
Tide Gauge	Bob Clunas	This is now with Director John Band. Ongoing
Harbour Speed Limit Signs	Duncan Forbes	Bob & Duncan to arrange putting up the signs when weather improves. Ongoing

Date of Next Meeting Tuesday 6th July 2010.