

**Dunbar Harbour Trust**  
**Minutes of the Ordinary Meeting at Hallhill Healthy Living Centre, Dunbar**  
**Thursday 11<sup>th</sup> June 2009**

**Present:** C McWhannell, I Fleming, R Hamilton, P Johnstone

**Apologies:** J Blyth, J S Band, T Band, J Dixon, A Davidson, D Ainsley, R Thomas, B Cleator, B Donald

**1. Welcome and Apologies**

Chairman welcomed all and apologies were noted.

**2. Corrections / Approval of Minutes**

The Minutes of the previous meeting were approved.

**3. Matter arising**

**Crown Estates** – reply sent to Bell Ingram 23<sup>rd</sup> May accepting Crown Estate’s proposal for charges in respect of the slip and maintenance bay. Procedures for payment also requested but no reply so far.

**RNLI Boathouse** – revised plan for location of portacabins received 22<sup>nd</sup> May (copy attached). Letter sent 19<sup>th</sup> May to Turcan Connell regarding extension of permission to locate 2/3 containers on Vaults car park. Subject scheduled for discussion by members of “Enjoy”, the new body taking over from the ELCDT, at their meeting on 28<sup>th</sup> May. No reply so far.

Project delayed due to RNLI decision to upgrade the tow vehicle for the ILB from a quad bike to a tractor requiring alterations to the architects plans.

**Equal Opportunities Policy** – Not clear from the minutes of the previous meeting who was going to action this item. IF and RH both agreed to provide copies of existing policies they had access to.

**4. HMC Update**

**Harbour Inventory** – It was agreed that an inventory of all the assets belonging to the Trust should be prepared. This could be used for insurance purposes and health and safety inspections. With regard to a specialist contractor being employed to carry out H&S inspections, the Chairman queried whether these had not previously been carried out by the HM and recorded in an inspections register. DHMC to advise.

**Hardstanding** – The Board approved the expenditure of £2,428 for interim repairs to the pier wall.

**Mooring Policy** – The draft mooring policy was discussed and agreed. The only suggested additions were 1. to include a heading making it clear that moorings are allocated to an individual and not a boat, and 2. To add the word ‘suitable’ before ‘mooring’ in line 6 of ‘Waiting List’. It was recommended that the new policy be posted on the Notice Board and put on the website. Chairman reported that an inspection of moorings had been carried out by members of the DHMC and 12 additional moorings identified. Offer letters had been sent to the first 12 applicants on the current waiting list and responses were awaited. Waiting list to be updated based on the new policy once responses had been received.

It was also suggested that the HMC approach North Berwick Harbour Trust and other surrounding harbours to find out their policies on mooring and mooring ownership rules and regulations.

**5. Policies and Procedures**

The discussion about a mooring policy raised questions about other policies and procedures and the extent to which these were in place. The Chairman agreed to review the various legal and other documents in existence (Revision Order, Bye Laws, DETR Guide to Good Governance) to establish the extent to which these represented policy documents. Following this review an assessment of what was required could be made. RH also agreed to provide the Trust with a copy of the Forth Estuary Forum policy and procedures as an example.

**6. Business Plan**

The discussion on policies and procedures lead on to whether there was an adequate business plan in place. The Chairman explained the difficulty in preparing a formal business plan in view of the diversity of Trust’s activities and the uncertainties surrounding these activities due to funding difficulties. IF agreed to find out what professional assistance might be available to assist with the preparation of a DHT business plan.

**7. Finance Update**

None available

## 8. Projects Update

**Harbour Fabric** – RH summarised the current issues with harbour fabric and initial comparisons of consultants Arch Henderson and Beckett Rankine. With regard to the maintenance bay it was noted that the DHMC had arranged for interim repairs to be pier wall to be carried out. It was agreed that high priority be given to the raising of the level of the maintenance bay. With regard to erosion and deterioration of the harbour walls, RH agreed to refer back to the consultants and endeavour to draw up a costed programme of work covering the next 5+ years which could be presented to potential funders. RH also agreed to provide further information on ‘fender improvements required in Cromwell Harbour’. Further comparison between two consultants will also be made.

**Ladders** – A contractor had been engaged to complete the work on the short ladders.

**McArthur’s Store** – Practical completion certification was issued on 29<sup>th</sup> May. Responsibility for insurance cover transferred back to DHT on that day.

Waiting for ELC Building Standards inspection which is scheduled for June 19. Fishermen will be allowed access following certification by ELC Building Standards. Formal opening 7<sup>th</sup> July. Invitations sent out.

**Battery** – IF to arrange for copies of Rankin Fraser report to be sent to potential funders. Chairman to follow up insurance implications of improvements with Everard Insurance Brokers.

**Amenities Building** – Appointment of CFA Archaeology to carry out survey approved.

**Harbour Development** – Funding of feasibility study in place. Meeting with ELC on 17<sup>th</sup> June to discuss ELC involvement. Invitations to Tender sent out. Possible approach to European Fisheries for funding once tenders received. Press release being prepared.

## 9. Communication – Newsletter being prepared for circulation.

## 10. AOB

**Forth Estuary Forum (FEF)** – It was agreed that DHT would take out membership of FEF at an annual cost of £25.00. An article on McArthur’s Store will appear in the FEF magazine. IH will also provide the DHT with an update on the new Marine Scotland organisation.

**Catering Van** – There was general agreement that David Haddow should be invited to locate his trailer in the harbour area although IF had reservations. It was agreed that location of the trailer should be subject to conditions such as:

- DH should provide sufficient refuse bins adjacent to the trailer which were removed and emptied by him every day. In the event of there being any increase in litter due to the trailer, permission to locate the trailer at the harbour would be withdrawn.
- Hours of operation and trial period were agreed in advance.
- DH be required to make an up front payment similar to that which he would be required to pay for locating his trailer elsewhere.
- The Trust would have the right to withdraw permission to locate the trailer at the harbour at any time.

**Bob’s Pick-up** – It was agreed that the Trust should take advantage of the scrappage scheme if eligible. IF agreed to consult with his contacts to establish what might be possible.

**Local Community Planning Information Session** – The Chairman said that the Trust had received a invitation from Cllr McLennan to attend a Local Community Planning Information Session on 27<sup>th</sup> June from 10am at Dunbar Sports Centre. The Chairman agreed to attend.

**Door Open Day** – The Trust has been approached by Paul Zochowski asking if McArthur’s Store might take part in the Door Open Day on Sunday 13 September. It was agreed that McArthur’s Store should take part.

**Harbour Survey** – PJ offered to carry out a survey of harbours in the Forth estuary with a view to obtaining information on the type and level of charges levied by these harbours on all harbour users. This could then be used for comparison purposes when deciding upon the type and level of future charges to be levied on Dunbar harbour users.

**BBQ** – The Chairman offered to host a summer BBQ and would suggest some dates.