

**MINUTES OF THE MEETING OF THE RIVER YEALM HARBOUR AUTHORITY  
HELD IN THE HARBOUR OFFICE AT 18.00 ON 18<sup>TH</sup> JANUARY 2024**

**Members and Officers in attendance:**

Dominic Crawley – Chairman  
Nicky Tewson  
Mark Steggles  
Peter Hinchliffe  
Dermod Drought – via zoom

Rodney Carter – Vice- Chairman  
Tom Edie – via zoom  
Stephen Maltby – via zoom  
John Endicott  
Peter Hinchliffe

Jez Spring – Harbour Master - via zoom  
Debbie Rhead – Office Manager

**Apologies for Absence**

Andrew Matthews and Martyn Oates both sent their apologies.

**Declarations of Interest**

There were no declarations of interest.

**01/24 MINUTES**

The minutes of the meeting held on 16<sup>th</sup> November 2023 were proposed by Peter Hinchliffe to be a true record of what was discussed, seconded by Rodney Carter and agreed by all other members who had attended that meeting.

**02/24 MATTERS ARISING**

In connection to the proposed revised policy wording for the Mooring Holders and Waiting List Policy (item 110/23) the Chairman proposed that he, Martyn Oates and Rodney Carter be authorised by the authority to settle the final wording. This was agreed by the committee.

With reference to item 113/23 Parish Council Liaison – Newton & Noss, the Chairman advised the authority he had reflected further and come to the view that the cost of the new defibrillator to be located at Bridgend Quay should be funded by the RYHA and not on a 50/50 split with the Parish Council as initially discussed. This was proposed by Nicky Tewson, seconded by John Endicott and agreed by all. Mark Steggles, Rodney Carter and Peter Hinchliffe abstained from voting due to their connection with the Parish Council.

**03/24 CORRESPONDENCE**

There was no correspondence.

**04/24 FINANCIAL REPORT**

**Income and Expenses**

Income invoiced for Nov & Dec was £10,996. Our general income for the year was up by £10,000 however our direct expenses were also up.

**Balance Sheet**

There is a small debtors balance and the stock (A14 Mooring Kit) has now been sold and so this will be cleared on the 2024 accounts.

Our Nationwide bank account holding £87,000 has been re-fixed for another 12 months at a rate of 4.9% interest and the £85,882 in Barclays is currently unchanged.

### **Cashflow Position**

The opening balance in November was £218,391 with a closing balance at the end of December of £196,877.

## **05/24 HARBOUR MASTER'S REPORT**

There were no incidents to report since the previous HM report. Repairs by SHDC to the Yealm Steps Quay started on 9<sup>th</sup> January 2024. Two corner sections of fascia stones have been removed and significant soft material and gaps have been found in behind the fascia stone. Work to rebuild the corner sections is ongoing.

Akzo Nobel have confirmed that any work on the paint station remediation project will not begin before October 2024.

There were 12 non-use letters sent out this year and we have received responses on all of them. Subsequently, 5 moorings have been relinquished and the other 7 will be retained but reviewed again in November 2024.

Activity in the harbour has included many sunken tenders over the stormy period. The six knot buoys have now been retrieved and stored for the winter. The Harbour Master and Rodney Carter will complete their Harbour Infrastructure inspection over the coming weeks.

The Port Marine Safety Code Audit was completed on 13<sup>th</sup> December 2023 by Capt Keith Hart (Designated Person), Dominic Crawley and the HM. The formal report was received on 4<sup>th</sup> January 2024 and was all positive. As previously, Capt Hart has declined any payment for his time spent working with the RYHA and has instead requested a donation to the RNLI. It was proposed by Rodney Carter that an amount of £150 should be made to this cause. This decision was seconded by Nicky Tewson and agreed by all.

An offer of £1,000 has been made to the authority from Dave and Sarah Taylor for the purchase of the old harbour launch engine. The committee were all in agreement that this amount should be accepted on a 'sold as seen' basis.

There was a short discussion around the boats stored at Cofflete Creek and it was decided that the representative for Brixton Parish Council, Martyn Oates would be asked to make some further enquiries on past agreements, usage, numbers etc and feed back to the authority.

## **06/24 POLICY REVISION**

A sub-committee of Dominic Crawley, Nicky Tewson and Stephen Maltby has been formed to look at the Standing Orders, Byelaws and the RYHA Policy documents and to draft any proposed changes that they may think are required. The review will be carried out over the coming months and the proposals presented at a monthly meeting later in 2024.

#### **07/24 PORT MARINE SAFETY CODE**

Due to the National Port Marine Safety Code being updated we are not currently able to get officially signed off. The update is due to be complete in April 24 after which time we will get the necessary approval. We are currently compliant with the code.

#### **08/24 MOORING HOLDER ELECTIONS – 6<sup>TH</sup> FEBRUARY 2024**

There have been a total of 7 candidates nominated for our upcoming election.

Nicky Tewson  
Ian Kennedy  
Stephen Maltby  
Roz Roxburgh  
Chris George  
Robert Jeffery  
Arthur Peters

Each candidate has been requested to provide a short biography that will be circulated to all mooring holders prior to the election. Adverts listing the candidates have also been placed in the local newspaper and the Parish Magazines of all riparian parishes.

#### **09/24 PARISH COUNCIL LIAISON**

Wembury – Nothing to report.

Newton and Noss – Peter Hinchliffe informed the Authority that the MMO Licence request from Akzo Noble has now been submitted and can be viewed online. The reference number is MMO/2023/00454. Peter is going to co-ordinate input from the various organisations that he is representing. Also, a request to the Parish Council for a handrail on the Newton side of the Voss has been received. Updates will follow when a decision has been made.

Brixton – Nothing to report.

Yealmpton – Nothing to report.

#### **10/24 CHAIRMAN'S COMMENTS**

The Chairman noted that there will be a number of changes in personnel on the Harbour Authority Committee in March, with various people standing down and new members coming on board. He would like to offer to host a gathering at his house for committee members and staff as an opportunity to thank old members and welcome the new. A date will be set for sometime in March.

#### **11/24 DECLARATIONS OF INTEREST**

All committee members and staff have been asked to update their Declarations of Interest for 2024. Once this has been finalised an updated version will be uploaded on the website. New Committee members will be added to this after the February Elections. The Chairman is also in the process of writing a Conflict of Interest Policy document. This will be tabled at the February meeting for the consideration of the Authority to adopt.

**12/24 MOORING APPLICATIONS AND PROPOSED MOORING ALLOCATIONS AND PARTNERSHIP REQUESTS**

There have been 2 new applicants requesting to join the moorings waiting list and residency questionnaires will be sent out to them. There were no mooring or outhauls allocated. There were no new requests for partnership arrangements.

**13/24 AOB**

Tom Edie advised the Authority that he had been in discussions with the HM about the possibility of the Harbour Team doing some informative session at the Primary School. It was agreed by the Authority that this would be a positive action and were happy for the OM and HM to go ahead and contact the school to make arrangements.

**14/24 DATE OF NEXT MEETING**

The next meeting of the Harbour Authority will be on Thursday 15<sup>th</sup> February 2024 at 6pm at the Harbour Office.

**15/24 REASONABLE USE OF CRAFT RESPONSES**

This item was covered in the HM report.

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**Chairman**