

**NOTES OF THE PILOT HARBOUR EXECUTIVE MEETING
HELD VIA VIDEO CONFERENCE
FRIDAY 30 OCTOBER 2020 AT 10:30 AM
VIA VIDEO CONFERENCE**

Executive: Nick Edwards, Director (NE) & Chair
Cllr J Jefferson, Portfolio Holder (JJ)
John Woodhead, Northern Area Engineer (JW)

Requested Supporting Officers:

Capt. Ian Vasey, Borough Harbour Master (IV)
Capt. Chris Burrows, Deputy Harbour Master (CB)
Martin Lloyd, Principal Engineer (ML)
Kevin Wardell, Accountant (KW)
Lesley Dale, Ports Business Manager (LD)

1. Apologies

Alex Richards sent his apologies for the meeting.

2. Notes of Previous Meeting

Notes of meetings on 30 July 2020 (Appendix 1) were agreed as accurate record.

3. Matters Arising (not on agenda)

West Pier Electricity – NE has followed up with Energy Manager and full proposals are awaited from Northern Powergrid. Area has been identified with Asset Manager.

4. Port Marine Safety Code (PMSC)

CB advised on one incident, a user crossing boats at Scarborough had fallen between them but thankfully was wearing a lifejacket. There had been a spate of minor thefts around Scarborough. A security gate would be fitted to Chicken Run. Risk Assessments and Safe Operating Procedures (SOP) all completed with additional focus on Covid response. SOP's completed for Church Street flood defences and legionella testing. All SOP's now available to view electronically by staff. Overall risk score of 1.9/3. It had been a busy period the PMSC had been successfully internally and externally audited and the system readopted. Management meeting was held 15 October and the Duty Holder has officially readopted Compliance Statement and the Safety Management System. The report of Performance against the Safety Plan had been presented to the Audit Committee to raise awareness and had been well received. No further update on Competent Harbour Authority status due to pressures upon the DfT from the pandemic. Gary Pearson had completed the 5P On-scene commander training for Oil Pollution and ISPS security training. Issues were being experienced with Jet ski's and Personal Water Craft but this was a national issue and the RYA were involved, currently awaiting further guidance.

5. Stakeholder Engagement on Strategy/ Strategic Direction (JJ)

JJ advised of the Chief Executive walk around Scarborough Harbour, the discussions with users and the facilities, which they had requested. CB to meet with AR, JJ and R Bradley to assess which ideas can be incorporated into the strategy. The tourism focused area and the fishing industry required segregation for safety. Discussions regarding bait sheds ensued. A decision regarding the Town Deal Board funding should be known in January.

ACTION AR

6. Borough Harbour Master Briefing Note – 30 October 2020 (Appendix 2)

IV gave a general update on all items within the report. Fish landings had been severely affected by the Covid pandemic although they had started to improve in June as trout landings and visitors at Scarborough had boosted the figures. The dredger was currently at Scarborough Harbour and the Shipman agreement with Dalby Offshore Services had been completed. Positive comments had been received from the contractors of the Aberdeen external contract. The containers provided for the disposal of redundant fishing gear had been well received and were being used.

7. Financial Report (KW)

KW provided general update, Scarborough Harbour was currently showing a £77K shortfall in income. Whitby was suffering from reduction in fishing and parking income and showing a £115K shortfall. NE to consider options regarding funding this shortfall although he didn't consider cutting maintenance budgets to be an option. To discuss with KW and set out a medium term plan with IV & CB for the next 3-5 years.

8. Maintenance and Assets (JW/ML)

JW advised on Whitby; the maintenance plans were currently on track and on budget. JW requested the Group consider the Whitby Fish Market, the infrastructure was aging and a future strategy was required as well as short-term repairs. The Church Street Flood wall had been completed and works to the street lighting were due to start next week.

ML advised on updated costs for Eskside Wharf so external funding would be required. AR would require further information before a funding bid could be submitted. NE suggested a bid for the new Capital Strategy Scheme. A tendered cost would be required before could apply to MMO and it would cost £160K to obtain this cost, suggested that a Project Initiation Form be submitted. JW suggested that the Piers at Scarborough should also be considered for this approach with design and investigation costs obtained. NE to complete capital projects forms for both schemes.

ACTION: NE

ML advised on Scarborough; all high priority works had been done and some medium priority completed. Next years schedule of works is currently been planned and the new maintenance systems and budgetary planning were working well for both harbours. KW advised that he planned to set up automated reporting for these budgets. IV stated that the ports were in a stronger position now than in other years and thanked everyone for their hard work.

9. Fish Pier (JW/ML)

JW advised a report had been submitted to JJ regarding the Fish Pier, he has been working with consultants and a design should be available within the next 7-10 days. CB working with RNLI and MMO to obtain relevant licences. Envisaged may be able to start works early February. This should provide a short/medium term solution lasting 15-20 years.

10. Fees and Charges 2021/22 (NE)

NE advised that EMT had discussed the Fees and Charges and it had been agreed that unless a fees increase is imposed upon the Council by an external provider no fees would be increased for the coming year. Cabinet will discuss and finalise Council position next week.

11. PRIVATE & CONFIDENTIAL

12. PRIVATE & CONFIDENTIAL

13. PRIVATE & CONFIDENTIAL

14. Any Other Business

Fees & Charges – IV advised of correspondence/comments received included legal representation from some charter angling vessels. Agreed that all harbour dues and mooring fees were applicable and payable in full. If passenger numbers had been reduced due to Covid restrictions then a reduction in these charges may be considered.

East Pier Footbridge – KW advised that the MMO had been asking for significant amounts of information to substantiate the 75% grant they offered towards these works. The level of detail they are now requesting was impossible to quantify. Any shortfall would be determined and discussed with NE.

15. Date of Next Meeting – Monday 1 February 2021 at 1pm via video conference

HARBOUR MASTER BRIEFING NOTE TO HARBOUR EXECUTIVE
30 October 2020

1. WHITE AND SHELL FISH

Submitted returns indicate the following figures and percentages:

1.1 Whitby

		2020	2019	2018	
April	Weight	865	22,790	30,916	Kilos
	Value	1,244	174,626	209,397	£
	Wharfage	50	6,985	8,376	£
May	Weight	12,098	27,214	40,270	Kilos
	Value	45,664	152,224	200,512	£
	Wharfage	1,827	6,089	8,020	£
June	Weight	19,944	22,417	49,254	Kilos
	Value	118,430	132,388	185,009	£
	Wharfage	4,737	5,296	7,400	£
Total to date	Weight	32,907	72,421	120,440	Kilos
1 April to	Value	165,338	459,238	594,918	£
30 June	Wharfage	6,614	18,370	23,797	£

- 1.2 April figures show grossing's to be 87% White, 13% Shell
 May figures show grossing's to be 2% White, 98% Shell
 June figures show grossing's to be 27% White, 73% Shell

1.3 Scarborough

		2020	2019	2018	
April	Weight	1,059	125,370	199,703	Kilos
	Value	4,685	427,767	495,160	£
	Wharfage	187	16,123	19,435	£
May	Weight	23,872	182,599	242,741	Kilos
	Value	113,419	646,435	476,588	£
	Wharfage	4,537	23,308	18,511	£
June	Weight	45,596	66,041	149,035	Kilos
	Value	195,510	306,226	352,520	£
	Wharfage	7,561	11,327	13,463	£
Total to date	Weight	70,527	374,010	591,478	Kilos
1 April to	Value	313,614	1,380,429	1,324,268	£
30 June	Wharfage	12,286	50,758	51,408	£

- 1.4 April figures show grossing's to be 100% Shell
 May figures show grossing's to be 2% White, 98% Shell
 June figures show grossing's to be 10% White, 90% Shell

- 1.5 As expected the global pandemic and the impact of subsequent government restrictions severely affected the fishery products being landed within our ports, with negligible landings in April. May figures continued to show the impact of the restrictions. The June figures show improvement at both ports bolstered by trout landings at Whitby and a visiting fishing vessel at Scarborough.

2. DREDGING

2.1 Dredging Campaigns:-

	April to June 2020		April to June 2019	
	Loads	Quantity	Loads	Quantity
Upper Harbour, Whitby				
Upper - West Side Pontoons	12	4700	-	
Upper - East Side Pontoons	8	2790		
Lower Harbour, Whitby				
Lower - Main Channel	3	820		
Total	23	8310	16	5830
Working Days	62		62	
<u>Dredging Days Lost Due:-</u>				
Bad Weather	21		21	
Repairs	6		0	
Sickness	23 (CV19 Downtime)		21	
Holidays	0		4	
Total Days Lost	50		46	
TOTAL DAYS DREDGING	13 days for 23 loads @ 1.77 Loads		16 days for 16 loads @ 1.0 Loads	
	372.6 tonnes per day		380 tonnes per day	

- 2.2 Scarborough Harbour – No dredging activities were undertaken at Scarborough Harbour during this period. Depths are periodically reviewed and dredging at Scarborough is programmed for the autumn.
- 2.3 Whitby Harbour - Dredging operations during the reporting period have continued to concentrate on the upper harbour and main channel in the lower harbour. Unfortunately, Coronavirus restrictions meant that dredging was suspended towards the end of March and did not resume until April to allow time for appropriate measures to be implemented. Despite this downtime, the overall tonnage removed is similar to the same period in 2019. Pleasingly, the dredger continues to achieve a higher number of loads in comparison to the previous year.
- 2.4 A ship management agreement to secure the future manning and operation of the vessel has been completed. This came into force in the late summer, following which an external charter was undertaken at Aberdeen Harbour. The vessel has now returned and engaged in homeports maintenance dredging, firstly at Scarborough then Whitby.

3. FINANCIAL UPDATE

- 3.1 The financial impacts of the Coronavirus outbreak pandemic on the Harbours has been, and will continue to be, significant throughout the remainder of the 2020/21 financial year. The impact of lock down for the first 3 months of the year resulted in limited fishing related income being received as the demand for product significantly decreased.
- 3.2 **Scarborough**
Current forecasts project fishing related income shortfalls of £72k in the year. This assumes activity levels for the remainder of the year will be 80% of prior year levels. In addition, shortfalls of £12k are anticipated in visitor dues following the maintaining of prior year fees and a reduction in volume. All other income streams are expected to broadly achieve budget resulting in a £84k shortfall.

The decision was taken not to fill the position of Seasonal Lighthouse Attendant as the lockdown at the start of the year resulted in the post not being required. All other costs are in line with budget with the exception of electricity charges, which are running ahead of budget in line with the previous year.

3.3 **Whitby**

Fishing related income is likely to be in the region of £26k short by the end of the financial year. On the same basis as the Scarborough projections, the assumption is activity levels will be in the region of 80% of prior year levels for the remainder of the year. A further £14k shortfall is anticipated through reduced income from private dues and visiting moorings. Parking income generated on the Marina has also been impacted by the lock down as negligible income was received in the first quarter of the year. Income has picked up over the last 3 months however, it is expected that levels will fall again throughout the second half of the year. A total shortfall in parking income of £30k is expected. As in previous years rental shortfalls will materialise in the region £35k.

In previous years, miscellaneous income has been received primarily through the sale of promotional pitches and promotions in and around the Harbour. A budget of £9k exists for such income, unfortunately due to the associated Covid 19 regulations no income is projected for the year. Overall, the Harbour income is anticipated to be facing a shortfall of £114k in the financial year.

Expenditure is currently in line with budget, as while income has been impacted by the COVID pandemic, operations within the harbour have continued.

3.4 **Dredger**

The agreement with Dalby Offshore for the contracted dredging requirements of the harbours commenced 10 August 2020. Through the agreement an external third party charter contract has been agreed with the port of Aberdeen. This is a substantial contract, and while the financials are to be finalised under the terms of the agreement it is envisaged annual net income budgets will be achieved through this contract. Further details will be provided in future reports.

4. **PORT MARINE SAFETY CODE (PMSC)**

- 4.1 There have been two minor marine related incidents during this reporting period. One involved a charter angling vessels mast contacting Whitby Swing Bridge. The reported cause was the skipper becoming distracted by passengers and not following procedures. The MAIB/NYCC were advised accordingly. The second incident was at Scarborough Harbour and involved a person transiting across leisure vessels and falling between them. The person was wearing a lifejacket and no serious injuries were sustained.
- 4.2 The Designated Person conducted an internal audit of the Harbour Authority's Safety Management System on 7 August 2020. Commenting that it is pleasing to note that overall, safety trends continue to show a reduction in the number of incidents around the Authority's Harbours.
- 4.3 External marine consultants, AFS, conducted a Port Marine Safety Code compliance check audit on 15 September 2020. The Audit concluded that both Scarborough and Whitby Harbours have a good understanding of what is required to maintain PMSC compliance. The SMS is concise and generates useful records through worthwhile procedures. A strong element of professionalism, pride and attention to detail was readily apparent during the audit.

5. **HARBOUR MAINTENANCE – PROJECTS**

- 5.1 **Consultation on a Strategic Business Plan for Scarborough Harbour**
Stakeholder consultation on the latest iteration of the proposals has been somewhat limited due to Covid restrictions. However proposals for regeneration of the West Pier while not complete, are to be included to enable an outline application in both the Towns fund and HAZ funding bids. This will enable future opportunity to develop fuller proposals allowing for the input of all stakeholders, and potentially move to implementation at some point in the future.
- 5.2 **Whitby Church Street**
The civil engineering works on the Church Street flood defenses were temporarily suspended due to the impact of Covid-19. Subsequently works recommenced and the project has now been completed.
- 5.3 **Scarborough North Wharf**
Following approval of £62.6K of expenditure, Transcore has commenced remedial works to the wharf fendering. Work comprises of removal and installation of wooden pilings including supporting brackets and plastic fendering to identified areas.
- 5.4 **Disposal of Fishing Gear**
A 20ft container has been made available for fishers at both Scarborough and Whitby to begin a partnership with Journey Blue Limited. These containers will allow fishers to responsibly dispose of disused equipment that previously may have been discarded at sea. Items deposited in the containers will then be removed and recycled avoiding the need for these plastics to end up at landfill sites. The disposal is free of charge and is available at suitable times.
6. **Filey Coble Landing**
- 6.1 Routine inspections are maintained, dialogue continues with users/stakeholders and RNLI, No H&S or other issues have been encountered.

Ian Vasey

Capt. Ian Vasey
Borough Harbour Master