

**NOTES OF THE PILOT HARBOUR EXECUTIVE MEETING  
HELD AT TOWN HALL  
THURSDAY 4 OCTOBER 2018 AT 3.00 PM**

Present: Nick Edwards, Director (NE) & Chair  
Cllr M Cockerill, Portfolio Holder (MC)  
Alex Richards, Regeneration Officer (AR)  
John Woodhead, Northern Area Engineer (JW)

Requested Supporting Officers:  
Capt. Ian Vasey, Borough Harbour Master (IV)  
Capt. Chris Burrows, Deputy Harbour Master (CB)  
Kevin Wardell, Accountant (KW)  
Lesley Dale, Ports Business Manager

Observers: Cllr S Turner

**1. Apologies**

None were received.

**2. Notes of Previous Meeting**

Notes of meetings held on 21 June 2018 (Appendix 1) were agreed as an accurate record.

**3. Matters Arising (not on agenda)**

Vincent Pier Facilities are operational although the public side are being frequently vandalised. West Pier car park has been remarked to assist with Health and Safety concerns. Concerns regarding waste on this Pier are being progressed. Works to the West Pier at Whitby have begun, East Pier footbridge works to commence in January. Endeavour replica has relocated to Dock End at Whitby. Eskside Wharf was discussed; monitoring equipment is still in situ.

**4. Port Marine Safety Code (PMSC)**

CB advised Chief Executive's annual report for re-adoption of PMSC and Safety Management System will go to Audit Committee in October. Incident trends are decreasing. Internal audit of PMSC raised issues with West Pier Car Park which is being addressed. External Audit completed 31 August finding only 3/136 minor issues.

**5. Stakeholder Engagement on Strategy (AR)**

Plans to be outlined to this Executive before being shared with O & S and recommended to Cabinet. Request for funding had been made.

**ACTION: AR**

**6. Strategic Direction**

NE outlined situation regarding the Council Accounts and its impact upon the Council. Once concluded it would enable the Council and Harbours to progress in formulation of strategy and future vision including possible requirement for HRO.

**7. Borough Harbour Master Briefing Note – 4 October 2018 (Appendix 2)**

New style briefing note was considered for Harbour Executive information. ICMM decision not required thereby streamlining and providing more up to date information within the process. Briefing note would be available through website. IV gave a general update on all items.

**8. Financial Report & Fees and Charges 2019/20**

KW provided general update on first quarter. Scarborough income is currently ahead of budget but electricity costs are high. IV advised that these electricity costs are being investigated. Whitby is generally in line with budget. The Vincent Pier works were completed under budget. Harbour reserves discussed and to be considered in conjunction with completed asset report.

KW had met with Harbour Masters to discuss 2019/20 budgets. The Executive discussed a general 2.5% increase, some exceptions were proposed including the continuation to gain parity for Whitby leisure /commercial parking permits. Following consultation, report to MC for decision.

**9. Maintenance and Assets**

JW to evaluate and update assets reports, and associated documents outlining future short, medium and long term maintenance requirements. Report to be presented at HE meeting in December 2018.

**ACTION: JW**

Dock End refurbishment to start 12 November for approx. 16 weeks. Next week works start on new substation on Endeavour Wharf. Whitby piers works are underway. East Pier footbridge to be replaced early 2019. North Wharf works are progressing.

**10. Land Registration of Unregistered Harbour Land**

MC asked if all land was registered, NE advised as far as aware it was although some land was yet to be registered at Filey.

**11. Correspondence Received**

Correspondence was received from the Chair of Whitby Harbour Consultative Group and this was shared with the Group. It was agreed that either NE or MC would meet with the Chair biannually.

**12. Any Other Business**

JW proposed some further income streams and updated the Executive on the proposed flood defences at Whitby.

**14. Date of Next Meeting – Wednesday 5 December 2018 at 2.00pm**

**HARBOUR MASTER BRIEFING NOTE TO HARBOUR EXECUTIVE  
– 4 OCTOBER 2018**

**1. WHITE AND SHELL FISH**

Submitted returns indicate the following figures and percentages:

**1.1 Whitby**

		2018	2017	2016	
April	Weight	30,916	33,426	21,324	Kilos
	Value	209,397	196,627	91,160	£
	Wharfage	8,376	7,801	3,647	£
May	Weight	40,270	35,587	27,228	Kilos
	Value	200,512	193,617	81,901	£
	Wharfage	8,020	7,738	3,276	£
June	Weight	49,254	40,314	62,265	Kilos
	Value	185,009	178,673	215,021	£
	Wharfage	7,400	7,147	8,118	£
Total to date	Weight	120,440	109,327	110,817	Kilos
1 April to	Value	594,918	568,917	388,082	£
30 June	Wharfage	23,797	22,686	15,041	£

- 1.2 April figures show grossing's to be 1% White, 99% Shell  
 May figures show grossing's to be 100% Shell  
 June figures show grossing's to be 14% White, 86% Shell

**1.3 Scarborough**

		2018	2017	2016	
April	Weight	199,703	193,464	40,739	Kilos
	Value	495,160	506,011	87,651	£
	Wharfage	19,435	18,911	3,409	£
May	Weight	242,741	97,848	43,093	Kilos
	Value	476,588	273,125	131,848	£
	Wharfage	18,511	9,406	5,274	£
June	Weight	149,035	160,480	152,198	Kilos
	Value	352,520	544,741	598,296	£
	Wharfage	13,463	16,244	20,857	£
Total to date	Weight	591,478	451,792	236,030	Kilos
1 April to	Value	1,324,268	1,323,877	817,795	£
30 June	Wharfage	51,408	44,561	29,540	£

- 1.4 April figures show grossing's to be 3% White, 97% Shell  
 May figures show grossing's to be 3% White, 97% Shell  
 June figures show grossing's to be 8% White, 92% Shell

- 1.5 Overall increase on landings and grossing.  
 April landings boosted by visiting scalloping vessels.  
 Whitefish landings for Whitby in June reflects salmon landings and prices.  
 Prawn and white fish landings from visiting vessels have impacted on the figures.

## 2. DREDGING

### 2.1 Whitby Harbour:-

	April to June 2018		April to June 2017	
	Loads	Tonnes	Loads	Tonnes
<u>Upper Harbour, Whitby</u>				
Channel	2	700		
Church Street Jetty			1	380
Dockend	3	1110		
Endeavour	5	1800	3	1080
Eskside	1	350		
Turning Circle	1	370		
<u>Lower Harbour, Whitby</u>				
Bull noses	6	2090	7	2530
Channel	4	1410	19	6610
Dredger Moorings	4	1420		
Entrance	6	2150	17	6250
Fish Quay	1	360	1	370
Fuel Berth			1	370
Life boat Pen			4	1360
<b>Total</b>	<b>33</b>	<b>11760</b>	<b>53</b>	<b>18950</b>
<b>Total To Date (April – June)</b>	<b>33</b>	<b>11760</b>	<b>53</b>	<b>18950</b>
Working Days		62		61
<u>Dredging Days Lost Due:-</u>				
Bad Weather		30		32
Contract		8		
Repairs		2		1
Working Scarborough		5		
<b>Total Days Lost</b>		<b>45</b>		<b>33</b>
<b>TOTAL DAYS DREDGING</b>	17 for 33@1.9 loads (692 tonnes) per day		28 for 53 @ 1.9 Loads (676 tonnes) per day	

### 2.2 Scarborough Harbour:-

	April to June 2018		April to June 2017	
	Loads	Tonnes	Loads	Tonnes
<u>Outer Harbour,</u>				
Lighthouse Pontoons	-	-	-	-
<u>Inner Harbour,</u>				
Entrance (Main Channel)	11	3610	-	-
Outer Harbour			-	-
<b>Total</b>	<b>11</b>	<b>3610</b>	<b>-</b>	<b>-</b>
<b>Total To Date (April – June)</b>	<b>11 Loads – 3610 Tonnes</b>			
Working Days		5		-
<u>Dredging Days Lost Due:-</u>				
Repairs		-		-
Bad Weather		-		-
Sickness		-		-
Holidays		-		-
Transit		-		-
<b>Total Days Lost</b>		<b>0</b>		<b>-</b>
<b>TOTAL DAYS DREDGING</b>	11 for 5 @ 2.2 loads (722 tonnes) per day		-	

- 2.3 Dredging operations were carried out both at Whitby and Scarborough harbours. A short external charter period was undertaken at the Port of Sunderland. Since June dredging has concentrated on Whitby entrance and navigable channel. Dredger will return to Scarborough in the autumn. West side pontoons and upper harbour channel at Whitby to be progressed during the winter period.

### **3. FINANCIAL UPDATE - 1<sup>st</sup> quarter**

#### **3.1 Whitby**

Harbour income is broadly in line with budget with mooring income under target. Some dredger hire income has been attained with no further contracts agreed. Too early in the year to predict any shortfall in overall income. Expenditure is broadly in line with budget.

#### **3.2 Scarborough**

Budget anticipated to generate surplus and this will go to Harbour Reserves. Indications are that income is on target with fish dues income performing well. Expenditure is in line with budget. Accountants anticipate a positive set of financials.

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

4.1 Under legislation incorporated in the Merchant Shipping Act 1995, Trinity House, the General Lighthouse Authority, have recently inspected Whitby and Scarborough's Ports Aids to Navigation.

All were found to be in good and efficient order, exceeding the International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA) international category 3 requirements of 97% and achieving 99.82% of light availability.

4.2 Port Security exercise took place in Whitby Harbour on 6 June.

This well attended multi-agency exercise involved Harbour staff, Police, HM Coastguard, MCA, Border Force, NEIFCA, and the RNLI.

Exercise scenario involved weapons, drugs and clandestine activity, testing the ports security plan and inter agency cooperation.

4.3 As you are aware the first meeting of this newly formed Harbour Executive took place on 7 June. For clarity their aim is to provide good 'Corporate Governance' for the Harbours, incorporating Leadership, Effectiveness and Accountability. This will include, where necessary, engagement with Stakeholders including strategic planning for the future growth and maintenance of the Harbours. To provide good quality information; financial accounts (to comply with CIPFA code of practice), performance data, annual report and information transparency. Essentially to operate the Harbours safely, complying with the port marine safety code and maintain a safe landside environment. To include the principles of a safe and open port, environmental obligations, civil contingencies etc. whilst embracing all other Harbour responsibilities, including but not limited to dues, security, harbour legislation and powers. These formal meetings will take place at quarterly intervals and the notes attached as appendix 2 to this report.

#### **4.4 Incidents**

There have been four marine related incidents (Appendix A)

## **5. HARBOUR MAINTENANCE – PROJECTS**

### **5.1 Scarborough North Wharf Strengthening**

Following evaluation of the tenders received on 11 May Voase Construction have been appointed as contractor.

The £140K contract commenced on 24 September 2018 and aims to be completed by the end of November 2018. Some disruption to harbour users is inevitable, but will be kept to a minimum.

Completed project will enable a section of the wharf to accommodate HGV operations, vessel fuelling tankers and various crane operations increasing the limited options currently available.

### **5.2 Scarborough Harbour Onshore Facilities**

The public section of the facilities were opened early in the season.

The harbour users section was delayed by the installation and commissioning of services from the Gas and Electricity providers.

These were opened on 12 September 2018 and was within budget.

### **5.3 Consultation on a Strategic Business Plan for Scarborough Harbour**

Following recommendations of Cabinet and O&S Board, a brief is being drafted and budget identified for undertaking a holistic regeneration masterplan for the harbour. It is anticipated that a draft of the brief will be presented to September O&S Board.

### **5.4 Whitby Piers / East Pier Footbridge**

Balfour Beatty has been appointed contractor of the £7.6M Piers project.

Lochshell Engineering Limited has been appointment contract of the £340K East Pier Footbridge replacement.

Work to be split into phases.

First piers phase commenced with compound set up on 18 September to complete November 2018.

January to March 2019 will be used to reinstate the East Pier footbridge.

Second piers phase to commence March 2019 through to November 2019.

Scheme will involve foundation stabilisation works, securing external sandstone facing blocks and infill of voids using grout. Repairs to top surface to prevent water ingress, a flood wall is proposed at Battery Parade to prevent waves running up the west beach access slipway and onto the highway.

The piers project is receiving up to £2.7M of funding from the European Structural and Investment Funds Growth Programme 2014-2020. The Department for Communities and Local Government and the Department for Work and Pensions are the managing authorities for ERDF and ESF funding through the Growth Programme, funds established by the European Union to help local areas stimulate their economic development.

## **6. FILEY COBLE LANDING**

### **6.1 Coble Landing continues to be routinely inspected.**

Beach access to the landing cleared of a build-up of sand/pebbles when necessary. Seasonal attendant has been employed.

**Whitby Harbour Marine Incident Register  
(1 April to 30 September 2018)**

**Appendix A**

<b>PMSC ref</b> (if appropriate)	<b>Date of Incident</b>	<b>Incident &amp; Location</b>	<b>Consequences</b>	<b>Action Taken</b> (if appropriate)	<b>Mitigation</b>	<b>Action Plan</b> (if appropriate)
<b>WH 77</b>	27/05/18	Small volume of diesel in harbour	Minor pollution	EA advised. Owner given appropriate advice.	Watch keeping service. Tier 1 equipment on site.	Maintain harbour watch keeper training regime, CCTV provision and OPRC training.

**Scarborough Harbour Marine Incident Register  
(1 April to 30 September 2018)**

<b>PMSC ref</b> (if appropriate)	<b>Date of Incident</b>	<b>Incident &amp; Location</b>	<b>Consequences</b>	<b>Action Taken</b> (if appropriate)	<b>Mitigation</b>	<b>Action Plan</b> (if appropriate)
<b>SH51</b>	24.05.18	Near Miss. Harbour entrance.	N/A	MAIB informed. Owner given appropriate advice.	Watch keeping service.	Maintain harbour watch keeper training regime, CCTV provision and LPS training.
<b>SH52</b>	28.5.18	Passenger injury. At sea	Injured casualty	Harbour staff assisted with ambulance evacuation. MAIB informed.	Watch keeping service. Trained staff.	Maintain harbour watch keeper training regime, CCTV provision and 1 <sup>st</sup> aid training.
<b>SH54</b>	22.06.18	Commercial vessel Sinking. North Wharf.	Water damage to vessel. Floating debris.	Harbour staff deployed tier 1 equipment. MAIB and other agencies advised.	Watch keeping service. Tier 1 equipment on site.	Maintain harbour watch keeper training regime, CCTV provision and OPRC training.

**Filey Coble Landing Marine Incident Register  
(1 April to 30 September 2018)**

<b>No reported incidents.</b>
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## RISK MATRIX

Risk Ref	Date	Risk	Consequences	Mitigation	Current Risk Score
1	October 2018	Council and Duty holder are unaware of current operational issues and performance.	Lack of correct information may lead to uninformed decisions.	Presentation of updated report to Harbour Executive.	C3
2	October 2018	Duty holder and Council are unaware of PMSC incidents	Non-compliance with PMSC recommendations.	Presentation of incident register	C3

### Terms

Risk	An event which may prevent the Council achieving its objectives
Consequences	The outcome if the risk materialised
Mitigation	The processes and procedures that are in place to reduce the risk
Current Risk Score	The likelihood and impact score with the current mitigation measures in place
Corporate Objectives	An assessment of the Corporate Objectives that are affected by the risk identified
Target Risk Score	The likelihood and impact score that the Council is aiming to achieve
Service Unit Manager	The Service Unit or Officer responsible for managing the risk
Action Plan score	The proposed actions to be implemented in order to reduce the risk to the target score

### Risk Scoring

Impact	5					
	4					
	3					
	2					
	1					
		A	B	C	D	E
	Likelihood					

### Likelihood:

A = Very Low  
 Low  
 B = Not Likely  
 Minor  
 C = Likely  
 Medium  
 D = Very Likely  
 Major  
 E = Almost Certain  
 Disaster

### Impact

1 =  
 2 =  
 3 =  
 4 =  
 5 =