



**COWES HARBOUR
COMMISSION**

**PUBLIC REPORT
COWES HARBOUR COMMISSION
13 December 2024**

Present: Phil Hagen – Chairman (PH)
Mark Bew (MB)
Clive Blount (CB)
Fiona Fitzherbert-Brockholes (FF-B)
Jason Losty (JL)
Steve Sheridan (SS)
Rupert MacInnes (RM)
Jackie Riley (JR)
Gary Hall (GH) – Chief Executive

In Attendance: Jon Kidd (JK) – Harbour Master
Roger Parrott (RP) - Finance Director

1. DECLARATIONS OF INTEREST

Declarations of Interest and Declarations of Related Party Transactions for Cowes Harbour Commissioners are documented on the CHC website.

2. APOLOGIES FOR ABSENCE AND INTRODUCTIONS

Apologies for absence were received from Vanessa Clifford (VC). Commissioners welcomed and introduced themselves to Rachael Hardiman, the new Marketing Manager.

3. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on Friday, 25 October 2024, having been sent out, it was resolved that they be signed as a true and complete record of business transacted subject to the following amendment: 10iii replace 'SeaChange programme or the Ocean Youth Trust' with 'UKSA'.

4. MATTERS ARISING FROM THE PREVIOUS MINUTES

- a. **Fuel Berth Incident** - PH reported that he, GH and JK will be attending a meeting on 17 December on the mainland with the Marine Police to discuss the incident.
- b. **Business Continuity Statement** - A Business Continuity Plan (BCP) and Risk Matrix has been drawn up and circulated to all. GH talked through the risk matrix and scoring, and

terms of mitigation will be linked to existing procedures wherever possible. Additions to the risk matrix and mitigation will also include mass casualty events and terrorism, and possibly global warming and Royal Family visits. Discussions on the top risks and scoring are to be made a standing agenda item until completed, and then a regular discussion to take place on red risks. This should be completed by the 25 April 2025 Board meeting after which the document will be reviewed regularly. Commissioners agreed that excellent progress has been made.

- c. **Kingston** – this is covered in the CEO Report.
- d. **Proposal for Cadetship** – JK confirmed he has met with Trinity House who have laid out the next steps to take. Potential candidates will be identified through UKSA and those who were on the SeaChange programme. There are some minimum requirements in terms of educational qualifications and the ability to pass the ENG1 medical fitness certificate. It is hoped to start the cadetship in September 2025.

5. HARBOUR MASTER'S SAFETY REPORT

The HM report and safety analysis was circulated with the papers for the meeting and was fully considered by the Board. JK highlighted the following:

- a. This month's safety topic covered the dangers of Carbon Monoxide poisoning on boats.
- b. Monthly Incident Analysis – very few incidents since the last meeting but two incidents, a generator fire and a medical issue in Cowes Yacht Haven, highlighted that the harbour/marina/CHC are not always being informed quickly enough of any incidents as in both cases they were informed after the event. He will ensure that stakeholders and others are made aware that all incidents should be reported to the Harbour Master as soon as possible.
- c. Pilotage acts are down but this is outside of CHC's control. The decline is attributed to lack of building and road repairs as the biggest import of road stone was for the Island Roads PFI contract which is now substantially reduced.
- d. Piles – a failed pile was replaced in November so the customer's barge is now safe.
- e. Problem boaters – JK updated that one customer is now being sheltered by the Council and no longer living on his boat which is on a CHC mooring near the Folly. He is no longer regarded as big a risk but his debt is growing and action will be taken if he is unable to pay.
- f. Emergency Exercise MSMS – Oil Spill Response – the MCA were satisfied with the CHC plan, preparedness and actions.
- g. UK Harbour Masters Conference – JK attended this in London and reported that good contacts have been made and useful information received including information on a British built quality product giving substantial savings rather than being imported through France. He also made good contacts relating to a baseline for biodiversity in the river and tracking to see how the new marina might affect biodiversity.

6. CEO REPORT

The CEO report was circulated with the papers for the meeting and was fully considered by the Board.

GH provided an update on the progress of the new marina. Sample checks will be carried

out shortly. Once received, CHC will then apply for an MMO licence.

A kickoff meeting has been held with CHC's dredging contractor. They plan to start in late July/early Aug 25. PH asked if this would interfere with Cowes Week, particularly barges going in and out of the harbour. JK said we will work around it. There is potential to use the Eastern channel when tides allow.

The revised ABPMer report has been received, so this will now be used to complete the final design of the marina.

GH reported that he met with a key stakeholder who wanted to discuss an idea to carry out a land reclamation project between the new marina and the East Cowes Esplanade that could be used to create a public space that could also be used to store containers for large events when required. GH is aware that ECTC has plans to revitalise the area adjacent to where the land reclamation would be carried out, so he will discuss the proposal with them. We will also consult Natural England to get their views on the proposal, as there would be a significant loss of intertidal habitat.

7. FINANCE REPORT FOR NOVEMBER 2024

Copies of the Financial Management Reports for November 2024 were circulated with the papers for the meeting and fully considered by the Board.

8. ENVIRONMENT & SUSTAINABILITY REPORT

The Environment and Sustainability Report was received and fully discussed by the Board.

9. CHAC MEETING

The next meeting will be held on Wednesday, 8 January 2025, at 10.00 to be attended by CB, GH and JK. CB requested commissioners let him know what topics they may wish to discuss at the meeting.

10. ANY OTHER BUSINESS

- i. **General Directions** – JK has reviewed the GDs and he will be looking to make some changes.
- ii. **New commissioner advert** – this will go out at the beginning of January for a strategic level marketing and PR person to replace VC.
- iii. **CEO Review** - PH will be contacting Commissioners in January with regard to the upcoming CEO review.

There being no other matters for discussion, the meeting closed at 1301.

Date of next meeting: Friday 31 January 2025 at 10.00, Harbour Office, Cowes, Isle of Wight