



**COWES HARBOUR
COMMISSION**

**PUBLIC REPORT
COWES HARBOUR COMMISSION
31 January 2025**

Present: Phil Hagen – Chairman (PH)
Mark Bew (MB)
Clive Blount (CB)
Vanessa Clifford (VC)
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

There were no apologies for absence.

3. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on Friday 13 December, having been sent out, it was resolved that they be signed as a true and complete record of business transacted subject to the following amendments: to the wording of 5c; and in 10i the removal of the words following 'changes'.

4. ACTIONS FROM THE PREVIOUS MINUTES

Fuel Berth Incident - PH, GH and JK attended the meeting on 17 December with the Marine Police. It was an excellent meeting which highlighted that there were some incorrect elements in the process they used to control the situation. PH is confident that there is an intent to correct this. He also emphasised that CHC have an extremely good relationship with Marine Police. Since that meeting, PH has received a call from the Deputy Police Commissioner asking whether CHC were satisfied following the discussions. The Board felt it was difficult to clarify what real changes would come about given the police policy, and that it was likely that other harbours have

encountered something similar. Whilst the process had worked to some extent, the resources were not there.

5. HARBOUR MASTER'S SAFETY REPORT

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

- a. **The safety topic** - January's newsletter covered the degrees of hypothermia and February's newsletter will feature tips on safety in and around marinas and boatyards.
- b. **Monthly Incident Analysis** – it is very quiet with five incidents reported.
- c. **Pilotage acts** – these are up slightly to 12 following a busy January. The increase is probably connected to aggregate being brought in for the new football ground.
- d. **New marina dredging** – core sample results have been received, and it is safe to deposit at sea. The dredging will take around 16 weeks and aiming to complete by November. PH highlighted that extreme caution will be needed if work continues through Cowes Week and there must be suitable timings.
- e. **Flare disposal** – the licence has been submitted to IWC for a storage permit and no problems are anticipated.
- f. **PMSC audit** – the DP will visit on 17 February to undertake a facilities inspection for the water side of Kingston and Shepards as part of his ongoing audit inspection. The new Code is expected by late February and early March.
- g. **Trinity House Cadetship** – the agreement is now signed and it is hoped to select a final candidate by the end of April for the September academic intake.
- h. **Navigation light failure** – JK confirmed that buoys are inspected on a rolling program. Delays can occur in receiving replacement lights so some rolling stock will be bought in to ensure that lights can be fixed within 24 hours.

6. CEO REPORT

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

7. FINANCE REPORT FOR NOVEMBER 2024

Copies of the Financial Management Reports for December 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. The Saltmarsh restoration dredging should start imminently although JK has not yet been notified. FF-B reported on Together for Mission, an Isle of Wight-based voluntary group working towards the Council's 2040 Mission Zero strategy. FF-B and JK will attend the next meeting in March on the coastal hub.

9. CHAC MEETING

The meeting was held on 8 January 2025 and attended by CB, GH and JK. CB reported it was a good meeting with several positive updates around the table and good support for the Marina. Peter Morton's proposal was also aired. CHC's response was that it would look at it but would

focus on the environmental side of the proposal. CB's view is that the group as it is now, chaired by Mark Southwell, is very useful and one which CHC can consult with easily. CB had also clarified at that meeting that Cowes200 is not a harbour initiative but is supported by the CHC.

10. 5-YEAR STRATEGY UPDATE

GH issued the 5-Year Strategy for the year end and has updated all of the actions where relevant. Following discussion, it was agreed that GH will continue to issue updates on the 5-Year Strategy. The Board also agreed to have an assessment and review of the Strategy in July.

11. ANY OTHER BUSINESS

- i. **IT Security Testing** – JK referred to his report and confirmed that some devices have been purchased to enable multi-factor authentication (MFA) to be installed for access across all systems, particularly for multi-user stations.
- ii. **Amendments to the Marine Safety Management System** – JK sought Board approval for the amendments as set out in his previously circulated paper.
- iii. **Health & Safety** –
 - a. Following discussion, it was agreed to formalise a management Health & Safety Committee, which will provide a link with the Board. JL will provide a report to the Board. Health & Safety will be added as a standing agenda item and the detail of the makeup of the Health & Safety Committee is to be discussed at the next Board meeting.
 - b. GH had items to feedback to the Board.
 - i. CHC is looking to achieve four ISOs; Quality Assurance, Environmental Management, Health & Safety and Data Protection. A timeline for these will be drawn up by the new H&S Committee.
 - ii. Jock has a monthly theme for Health & Safety which he introduced in August last year. The first theme in August was PUWER. September was the Control of Substances Hazardous to Health (COSHH), October was Lifting Operations and Lifting Equipment Regulations (LOLER) and December was the Provision and Use of Work Equipment Regulations. This was introduced in Shepards and works well and has now been introduced to Kingston.
- iv. **General Direction Amendments** – JK asked for comments on the suggested GD amendments for 2025. CB suggested adding that if someone is involved in an emergency tow, then a call should be made on Channel 69. The documents will be updated and then go out for consultation and JK will then seek Board approval.
- v. **Small Ports meeting** – GH explained the background to this and CHC will be hosting the first of these on Wednesday 26 and Thursday 27 March. The BPA are very positive and have indicated that there may be up to 25 delegates. GH will also invite some key suppliers and showcase some Island companies.
- vi. **Displaced mooring holders** - JL reported that he had been approached by a number of mooring holders who will be displaced. He asked for assurance that CHC had gone to extraordinary lengths to maximise the moorings. GH gave assurance but did request JK to double-check this and explore every option.
- vii. **Peter Morton's proposal** - JK approached Natural England regarding Mr. Morton's proposal. The response was that they would not support a proposal that lost so much

intertidal area unless another place can be found within the river to regain that intertidal area plus 10%. There is no place within the river to do this.

- viii. **Commissioner Site visits** – commissioners are to ensure they let Julie know if they visit any of the sites and the purpose of the visit, so that this can be registered.
- ix. **Change of CHC Board meeting date** – PH is unable to attend the meeting scheduled for 13 June and the Board agreed to move this to 6 June 2025.
- x. **Website page for the new marina** – GH confirmed that this is in progress.
- xi. **Commissioner advert** – there was a low response to this but a candidate will be taken forward for interview.
- xii. **Cowes200** – Following a discussion and presentation from GH on Cowes200, a request was made that Cowes Harbour supports the Cowes200 project as a stakeholder benefit. All the Board were in favour and it was carried unanimously.

There being no other matters for discussion, the meeting closed at 1324.

Date of next meeting: Friday 14 March 2025 at 1000, Harbour Office, Cowes, Isle of Wight



14/03/2025