

CANTERBURY CITY COUNCIL

WHITSTABLE HARBOUR BOARD

Minutes of a meeting held on 19 Jan 2024,
At 3.00 pm in the Mallandain Room, Whitstable Castle, Whitstable

Present: Councillor Chris Cornell (Chair)

Councillor Michael Dixey

Councillor Andrew Harvey (sub)

Councillor Joe Howes

Councillor Naomi Smith

Councillor David Thomas (sub)

Councillor Clare Turnbull

Councillor Simon Warley

Councillor Joe Howes

Independent Member Peter Steen*

Independent Member Sandy Lynam

Independent Member Neil Webster

Officers:

Liam Woollorton - Head of Engineering

Jan Guylor - Head of Legal Services & Monitoring Officer

Adam Wright - Lead Surveyor

Matthew Young - Harbour and Foreshore Manager

Lauren Wheeler - Democratic Services Officer

461. Apologies

Apologies for absence were received from Councillor Robert Jones and Councillor Keith Bothwell.

462. Substitute Members

Councillor David Thomas was present for Cllr Jones, Councillor Andrew Harvey was present for Cllr Bothwell.

463. Declaration of interests by board members or officers

The following declarations were made:

Councillor Dixey made a voluntary announcement that he is Cabinet Portfolio Holder for Property, Performance and Oversight in relation to Item 13 Property Action Plan Updates re: concessionary rates.

464. Public Participation

There were no speakers present at the meeting.

465. Minutes of the meeting held on 13 October 2023

The minutes were confirmed as a true record by general assent.

Action points:

- The Harbour and Foreshore Manager will follow-up the British Ports Association for links to appropriate Port Marine Safety Code introduction (online training) and awareness days, and circulate details to all members once available.
- The Head of Culture, Leisure and External Development provided an update to members at the Strategic Plan Workshop. A report on the South Quay Shed will be included at the next Harbour Board meeting in March.

466. Harbour Strategy Update

The Head of Engineering provided a summary and confirmed that the timescales in the original timetable are still realistic. There has been a good level of feedback, and a consultation report will be prepared for circulation before the next Strategic Plan Workshop on 2 February to further review and prioritise the goals as required.

The aim is for the Strategic Plan to be considered for approval at the next Harbour Board meeting in March and publication is planned by the end of April.

Thanks was given to the Head of Engineering and the team for a well managed process.

The Board NOTED the update.

467. Harbour and Foreshore Manager's Report

The Harbour and Foreshore Manager introduced the report and provided additional detail where required. Further discussion included:

- Completion of the Port Facility Security Officer (PFSO) Training Course, vetting process is to be completed.
- The Fishermen's memorial bench is now in situ. A date will be proposed for an 'official' opening. Invites are to be circulated in February and thanks was given for the support from the Harbour Board.
- Commencement of extensive repairs to the lighting on East Quay.
- Installation of safety signage on West Quay.
- A review of the Navigational Risk Assessment (NRA) is currently being completed. It is anticipated that this will be considered for approval at the next Harbour Board meeting in March.

- Commencement of a review of the tenancy terms and conditions of the beach huts. Clarity was provided re: subletting clauses, occupation rates and current charges in relation to other areas.
- Signage and Fixed Penalty Notices in Beach Walk car park.
- Shipping statistics and an amendment to the reporting period from calendar year to financial year

The expiry date of the Port Waste Management Plan in Part 2 of the report was confirmed as June 2024 (not 2023).

The Board NOTED the report.

468. Engineer's report

The Technician Engineer presented the report and provided a summary to the Board of key points and forthcoming works.

The Harbour Board members discussed the report including the following:

- Further detail and frequency of harbour dredging, potential updates on social media.
- Effects of a challenging winter/storms.
- Installation of lighting columns at South Quay, and potential for easy installation of any additional lighting.
- Positive feedback from the Whitstable Fishermans Association re: works to the South Quay fenders.
- Completion of an additional electrical feeder box at the South Quay Shed.

The Board NOTED the report.

469. Date of next meeting

The date of the next meeting is 3pm, Friday 15th March 2024

470. Any other urgent business to be dealt with in public

None advised

471. Exclusion of the press and public

It was proposed, seconded and RESOLVED unanimously:

That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items of business on the grounds that there would be disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act or the Freedom of Information Act or both.

472. Memorandum of Understanding

Independent Member, Neil Webster updated the board on initial conversations held between the Executive Management Team and board members on the Memorandum of Understanding.

The Board discussed the size of the board, the role of independent members, who the Harbour Board reports to and financial reporting.

The views and priorities from members during the discussions will be raised with relevant officers and taken forward as appropriate.

473. Property Action Plan Updates

(Councillor Dixey made a voluntary announcement that he is Cabinet Portfolio Holder for Property, Performance and Oversight.)

(Councillor Thomas made a voluntary announcement that he has a relative with a business on the Harbour.)

The Lead Surveyor presented the report. The Harbour Board members and officers discussed the report and ongoing tenant related matters in detail.

It was RESOLVED by general assent that all recommendations to grant lease (or other), or to proceed with action by the Lead Surveyor in terms of the matters detailed in the report, or as discussed in the session, were agreed.

The Board NOTED the report and verbal updates.

Action points to take forward by the Lead Surveyor:

- Proceed as discussed re: former Harbour Office
- Proceed as discussed re: Harbour Garden Cafe

474. Any other business which falls under the exempt provisions

There was no urgent business.

There being no other business the meeting closed at 4:55pm.