

# Public Agenda Pack



Notice of Meeting of

## **HARBOUR MANAGEMENT ADVISORY COMMITTEE**

**Monday, 20 January 2025 at 2.00 pm**

**John Meikle Room, The Deane House,  
Belvedere Road, Taunton TA1 1HE**

To: The members of the Harbour Management Advisory Committee

Chair: Councillor Andy Sully  
Vice-chair: Councillor Rosemary Woods

Councillor Andy Hadley      Councillor Marcus Kravis      Councillor Leigh Redman  
Councillor Claire Sully

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For further information about the meeting, including how to join the meeting virtually, please contact .

All members of the public are welcome to attend our meetings and ask questions or make a statement **by giving advance notice** in writing or by e-mail to the Monitoring Officer at email: [democraticserviceteam@somerset.gov.uk](mailto:democraticserviceteam@somerset.gov.uk) by **5pm on Tuesday, 14 January 2025**.

This meeting will be open to the public and press, subject to the passing of any resolution under the Local Government Act 1972, Schedule 12A: Access to Information.

The meeting will be webcast and an audio recording made.

Issued by (the Proper Officer) on Friday, 10 January 2025

## AGENDA

**Harbour Management Advisory Committee - 2.00 pm Monday, 20 January 2025**

**Public Guidance Notes contained in Agenda Annexe** 5 - 6

**Click here to join the online meeting** 7 - 8

### **1 Apologies for Absence**

To receive any apologies for absence.

### **2 Minutes from the Previous Meeting (Pages 9 - 12)**

To approve the minutes from the previous meeting.

### **3 Declarations of Interest**

To receive and note any declarations of interests in respect of any matters included on the agenda for consideration at this meeting.

(The other registrable interests of Councillors of Somerset Council, arising from membership of City, Town or Parish Councils and other Local Authorities will automatically be recorded in the minutes: [City, Town & Parish Twin Hatters - Somerset Councillors 2023](#) )

### **4 Public Question Time**

The Chair to advise the Committee of any items on which members of the public have requested to speak and advise those members of the public present of the details of the Council's public participation scheme.

For those members of the public who have submitted any questions or statements, please note, a three minute time limit applies to each speaker and you will be asked to speak before Councillors debate the issue.

We are now live webcasting most of our committee meetings and you are welcome to view and listen to the discussion. The link to each webcast will be available on the meeting webpage, please see details under 'click here to join online meeting'.

### **5 Fees and Charges Report (To Follow)**

To review the Fees and Charges report and to recommend to executive.

### **6 Work Programme (Pages 13 - 14)**

To note the items on the work programme.

## Guidance notes for the meeting

### Council Public Meetings

The legislation that governs Council meetings requires that committee meetings are held face-to-face. The requirement is for members of the committee and key supporting officers (report authors and statutory officers) to attend in person, along with some provision for any public speakers. Provision will be made wherever possible for those who do not need to attend in person including the public and press who wish to view the meeting to be able to do so virtually.

#### Inspection of Papers

Any person wishing to inspect minutes, reports, or the background papers for any item on the agenda should contact Democratic Services at [democraticserviceteam@somerset.gov.uk](mailto:democraticserviceteam@somerset.gov.uk) or telephone 01823 357628.

They can also be accessed via the council's website on [Committee structure - Modern Council \(somerset.gov.uk\)](#)

### Members' Code of Conduct requirements

When considering the declaration of interests and their actions as a councillor, Members are reminded of the requirements of the Members' Code of Conduct and the underpinning Principles of Public Life: Honesty; Integrity; Selflessness; Objectivity; Accountability; Openness; Leadership. The Code of Conduct can be viewed at: [Code of Conduct](#)

### Minutes of the Meeting

Details of the issues discussed, and recommendations made at the meeting will be set out in the minutes, which the Committee will be asked to approve as a correct record at its next meeting.

### Public Question Time

If you wish to speak or ask a question about any matter on the Committee's agenda please contact Democratic Services by 5pm providing 3 clear working days before the meeting. (for example, for a meeting being held on a Wednesday, the deadline will be 5pm on the Thursday prior to the meeting) Email [democraticserviceteam@somerset.gov.uk](mailto:democraticserviceteam@somerset.gov.uk) or telephone 01823 357628.

Members of public wishing to speak or ask a question will need to attend in person or if unable can submit their question or statement in writing for an officer to read out, or alternatively can attend the meeting online.

A 20-minute time slot for Public Question Time is set aside near the beginning of the meeting, after the minutes of the previous meeting have been agreed. Each speaker will have 3 minutes to address the committee.

You must direct your questions and comments through the Chair. You may not take a direct part in the debate. The Chair will decide when public participation is to finish. If an item on the agenda is contentious, with many people wishing to attend the meeting, a representative should be nominated to present the views of a group.

### **Meeting Etiquette for participants**

Only speak when invited to do so by the Chair.

Mute your microphone when you are not talking.

Switch off video if you are not speaking.

Speak clearly (if you are not using video then please state your name)

If you're referring to a specific page, mention the page number.

There is a facility in Microsoft Teams under the ellipsis button called turn on live captions which provides subtitles on the screen.

### **Exclusion of Press & Public**

If when considering an item on the agenda, the Committee may consider it appropriate to pass a resolution under Section 100A (4) Schedule 12A of the Local Government Act 1972 that the press and public be excluded from the meeting on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, as defined under the terms of the Act.

If there are members of the public and press listening to the open part of the meeting, then the Democratic Services Officer will, at the appropriate time, ask participants to leave the meeting when any exempt or confidential information is about to be discussed.

### **Recording of meetings**

The Council supports the principles of openness and transparency. It allows filming, recording, and taking photographs at its meetings that are open to the public - providing this is done in a non-disruptive manner. Members of the public may use Facebook and Twitter or other forms of social media to report on proceedings. No filming or recording may take place when the press and public are excluded for that part of the meeting.

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Minutes of a Meeting of the Harbour Management Advisory Committee held in the John Meikle Room, The Deane House, Belvedere Road, Taunton TA1 1HE, on Monday, 29 July 2024 at 2.00 pm

**Present:**

Cllr Andy Sully (Chair)  
Cllr Rosemary Woods (Vice-Chair)

Cllr Marcus Kravis  
Cllr Claire Sully

Cllr Leigh Redman

**In attendance online:**

Cllr Mandy Chilcott  
Cllr Andy Hadley  
Cllr Chirstine Lawrence

**11 Apologies for Absence - Agenda Item 1**

Apologies were received from Councillor Andy Hadley, who was present online.

**12 Minutes from the Previous Meeting - Agenda Item 2**

**Resolved** that the minutes of The Committee held on 18 March 2024 be confirmed as a correct record

**13 Declarations of Interest - Agenda Item 3**

Councillors present at the meeting declared the following other registerable interests in their capacity as a Councillor of a Town or Parish Council or any other Local Authority:-

<b>SOMERSET COUNCILLOR</b>	<b>CITY, TOWN AND/OR PARISH COUNCIL</b>
Marcus Kravis	Minehead Town Council
Leigh Redman	Bridgwater Town Council

**14 Public Question Time - Agenda Item 4**

Public questions were received from:-

- Debbie Allum – Fees and Charges (Read by Josh Barrett)
- Allan Dwyer – Stakeholder Engagement/Fees and Charges

The questions and responses provided are attached to the minutes in Annex A.

**15 Briefing on the role of the Harbour Management Advisory Committee - Agenda Item 5**

The Chair of the Committee, Councillor Andy Sully introduced Acting Harbourmaster, Jessica Tyson to introduce the report. The report highlighted the role of the Harbour Management Committee.

After being read the report the following points were discussed:

- Councillors requested clarification that this report is to be noted. *Jessica Tyson confirmed this report is to be noted and not for decision.*
- Councillors asked for figures of usage of harbours on a year-by-year basis. *Jessica Tyson confirmed this would be looked into and shared with the Committee. Although usage figures are not possible it would be on the basis of income.*

**RESOLVED – THE COMMITTEE NOTED THE REPORT**

**16 Memorandum of Understanding (MoU) - drafting amendments - Agenda Item 6**

The Chair introduced Jessica Tyson who introduced the report. The report detailed to the committee that the Memorandum of Understanding had been through draft amendments. These amendments were mainly administrative such as updating Council addresses.

After being read the report the following points were discussed: -

- Councillor Chilcott raised the typo in the report that December 24 should read December 23 in regard to when the MoU was confirmed at full council.
- Councillors sought clarification on the amendments and the confirmation of what was amended. *Councillor Andy Sully confirmed that the changes/amendments were administrative.*

**RESOLVED – THE COMMITTEE NOTED THE REPORT**

**17 Update from the Harbour Master - Agenda Item 7**

The Chair introduced Jessica Tyson to provide an update from the Harbour Master. The update included work programmes for the ports and an update on stakeholder communication.

After being read the report the following points were raised and discussed:

- Councillors queried if there were any known dates for when Dredging of Watcher Harbour would commence. *Jessica Tyson confirmed that it was*



*imminent but that no date had formally been agreed yet but it is hopeful to be before winter 2024.*

- Councillors queried an update on the lease of Watchet Marina. *Jessica Tyson confirmed that this is also imminent.*
- Councillors queried whether a feasibility study for Dunball is required. *Jessica Tyson confirmed that this is included in the port feasibility study. It was suggested that a summary of the feasibility study be sent to executive.*

## **RESOLVED – COMMITTEE NOTED THE REPORT**

### **18 Stakeholders Forum/Meetings Update - Agenda Item 8**

The Chair introduced Jessica Tyson to give an update on Stakeholders Forums/Meetings. The update included information around the four main stakeholder groups and key points from the last meeting of each group.

Once the update had been received the following points were raised and discussed:

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- Councillors shared positivity around how important Harbours are to Somerset and the local community.
- Councillors are keen to work with officers to provide the best outcome for the Harbour.
- Councillors sought clarification on the stakeholder meetings and if they were head up by Somerset Council. *Jessica Tyson confirmed that these were all external meetings.*
- Councillors queried whether the minutes to previous meetings could be shared with the committee. *Jessica Tyson confirmed that the majority of are available online, but that it would be investigated to see where the minutes are and potential to post links on Harbourmaster website for clarity.*
- Officers shared congratulations to Jessica for reconfiguring the Minehead Stakeholder Meeting Group.
- Councillors noted that in the recent Cultural Strategy Report at executive coastal areas were mentioned so understand the key role in these areas play in local wellbeing and culture.

## **RESOLVED – THE COMMITTEE NOTED THE REPORT**

### **19 Update on Bridgwater Dock Developments - Agenda Item 9**

The Chair introduced Jessica Tyson to give a verbal update on Bridgwater Dock Development. The update gave a brief overview of the project status on Bridgwater Dock.

After the update, the following points were raised and discussed: -

- The committee would welcome a briefing from the Bridgwater Dock Project Team directly regarding the project. *Jessica Tyson will endeavour to set this up before the next meeting.*

## **RESOLVED – THE COMMITTEE NOTED THE REPORT**

**20 Harbour Master website page update - Agenda Item 10**

The Chair introduced Jessica Tyson who gave a verbal update on the Harbourmaster website page. The update concluded that the website is progressing but that a meeting is required with IT team to determine the direction the website needs to take, along with getting the necessary information to publish there.

**RESOLVED - THE COMMITTEE NOTED THE REPORT**

**21 Work Programme - Agenda Item 11**

The Chair introduced the Work Programme and The Committee suggested the following agenda items to come to the next meeting: -

- Harbour Business Plan
- Environmental Policy
- Dunball Wharf
- Future Meeting Dates

The committee raised the need for clarification over the budget setting report. *Jessica Tyson will seek clarification on this and feedback to the committee.*

The Chair requested that the work programme be amended to follow the structure of full council and executive. *Josh Barrett in Democratic Services will amend the work programme for the next meeting.*

Councillor Leigh Redman requested the operation of the committee be considered and requested the following: ***The Harbour Management Advisory Committee will write to the executive to enable HMC to operate in an informed basis, the committee requests Somerset council executive support to instigate administration to support officers in collating available data, report generation and future generation of data to help committee operate. This was agreed it would be progressed by the Chair.***

**RESOLVED – THE COMMITTEE NOTED THE WORK PROGRAMME.**

**(The meeting ended at 3.35 pm)**

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**CHAIR**

# Agenda Item 6



**Somerset**  
Council

<u>20 JAN 25</u>			
<u>Agenda Item</u>	<u>Description</u>	<u>Responsible Officer</u>	<u>Report Deadline</u>
Budget Setting	A report to the Executive to consider the budget for harbours in the County	Jessica Tyson	09 <sup>th</sup> January 2025
<u>28 APR 24</u>			
<u>Agenda Item</u>	<u>Description</u>	<u>Responsible Officer</u>	<u>Report Deadline</u>
Annual Report to the Executive		Jessica Tyson	18 <sup>th</sup> April 24

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