



**COWES HARBOUR
COMMISSION**

**PUBLIC REPORT
COWES HARBOUR COMMISSION
14 March 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. APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING

The Minutes of the meeting held on Friday 31 January 2025, having been sent out, it was resolved that they be signed as a true and complete record of business transacted.

4. ACTIONS FROM THE PREVIOUS MINUTES

- a. **JK to request a proposal from Marine Police on managing future situations and resources** – Ongoing. JK is awaiting a response and has requested contact details for the Inspector at the Marine Police Unit.
- b. **PH and GH to meet to discuss input for July Strategy Review by the Board** – Completed but agreement was sought on the date and time of the meeting.

5. HARBOUR MASTER'S OPERATIONAL REPORT

The HM Operational Report was circulated with the papers for the meeting and fully considered by the Board. JK highlighted the following:

- a. **Significant Events in Cowes Harbour 2025** – The Board agreed it was useful to capture all the significant events relating to Cowes Harbour. It will be a live and updated list and the Board agreed to place it on the CHC website.
- b. **Pilotage acts** – This has been quite busy with no immediate signs of slowing down.
- c. **Dredging** – There has been a delay due to a serious grounding of one of Jenkins barges on an unrelated project. Dredging for CCYC and the Southern Basin at CYH is now likely to be at the end of October with Shepards at the end of November. Discussion took place on whether CHC should be stating the depth of the channel and JL emphasised that in his view CHC should be maintaining their chartered depth. JK confirmed that the harbour is dredged every year and the channel is self-scouring.
- d. **Piles** – six are being replaced. A pile on G Pontoon snapped about one metre below the seabed and so this pile has been repositioned by one metre.
- e. **Flare disposal** – the IWC did not attend a planned site inspection and it is being rearranged. It is still envisaged that the facility will be in place mid-year.
- f. **Trinity House Cadetship** – Trinity House and CHC will interview four candidates. All are viable candidates. JK reported that any candidates that CHC do not sponsor would be eligible to be supported financially by RYA to enable them to move on to other things.
- g. **Presentations** – JK presented the new marina project to the RYS Race Management Day which was well received. He and FF-B also attended the inaugural meeting of the Coastal Hub of the 'Together for Net Zero' group, who suggested some possible environmental improvements. JK will follow this through to see if any improvements can be made to the design to fit in with their remit.

6. HARBOUR MASTER'S HEALTH and SAFETY REPORT

The HM Health and Safety Report was circulated with the papers for the meeting and fully considered by the Board. JK highlighted the following:

- a. **Newsletter Safety Topic** – The Safety topic in the March newsletter focuses on lifejackets and safety kit pre-season checks.
- b. **Incident numbers** – There were two navigational near misses but no avoiding action was required and two other incidents were loss of propulsion.
- c. **PMSC Audits** – Three items remain outstanding on last year's Audits, including whole Board duty holder training which is scheduled for June and the creation of a system for formalising dynamic risk assessments. The DP visited on 17 February 2025 to carry out a 'first look' at the 'Facilities' portion of the draft PMSC. This was successful and further work will be undertaken on how to dovetail the systems with the wider Harbour Risk Assessments and emergency plans before undertaking the full Audit.
- d. **Site Inspections** – The first round of these have been undertaken, apart from the fuel barge which will take place once the new pumps are installed. The main commercial sites are good, however, there is some work to be completed at the Harbour Office. The inspections will take place every three months. JK will brief and update the Board at future meetings on the site inspection actions.
- e. **Statutory documents** – These have all been updated for this year.

Commissioners agreed that excellent progress was being made in relation to Health and Safety, with tools in place, training, and a newly set-up high-level H&S committee. It was acknowledged that CHC is continuing to improve H&S and deliver on its "safety first" culture goal.

7. CEO REPORT

The CEO report was previously circulated with the papers and fully considered by the Board. GH highlighted the following:

- a. **Shepards** – a Thai restaurant will shortly be moving into the units vacated by Basque Kitchen.
- b. **Fuel types** – JL asked whether any research had been undertaken on fully renewable fuels for diesel vessels. GH has looked at the cost of using HVO but the cost made it uneconomical. Monitors are fitted to HM1 and the Duvers and for HM1, savings could be made through not leaving the boat idling and he will highlight this with the team. However, unless a methanol mix is used, which would help the environment and the range, there would be no cost benefit in changing HM1.

8. FINANCE REPORT FOR FEBRUARY 2025

Copies of the Financial Management Reports for February 2025 were circulated with the papers for the meeting and fully considered by the Board.

9. ENVIRONMENT & SUSTAINABILITY REPORT

The Environment and Sustainability Report was received and fully discussed by the Board and FF-B confirmed that the saltmarsh dredging has finally started. JK and Commissioners will continue to support and attend all events. A vacancy exists for an Environmental and Quality Assurance Officer, with a deadline of end of March 2025. GH praised FF-B for her continued support in attending a very high number of events representing CHC.

10. BUSINESS CONTINUITY PLAN UPDATE

GH and MB have been updating the Business Continuity Plan which is a live document and scoring is in progress. It had been agreed to bring to the Board the highest red and orange risks for discussion as part of the standing agenda item.

11. CHAC MEETING

The next meeting will take place on Wednesday 2 April 2025 and CB asked commissioners for items to put before the CHAC either to seek opinions or for information

12. ANY OTHER BUSINESS

- a. **New Commissioner** – Following an interview process with Giles Peckham, PH recommended that he be appointed as the new Marketing Commissioner which was approved unanimously.

There being no other matters for discussion, the meeting closed at 13.02.

Date of next meeting: Friday 25 April 2025 at 1000 at the Harbour Office, Cowes, Isle of Wight

A handwritten signature in black ink, consisting of several overlapping, fluid strokes that are difficult to decipher.

25/04/2025