




<b>Agenda Topic</b>	<b>Outline Discussion</b>
<b>Attendees</b>	Introduce each attendee to the group meeting and their roles in the Harbour
<b>Previous minutes</b>	Distribute, discuss and agree previous minutes and actions with Forum
<b>Harbour Authority Terms of Harbour Use/Changes</b>	Present/confirm HA Conditions of Harbour Use and any updates, observance of these Conditions and gain feedback from all stakeholders.
<b>Harbour Health &amp; Safety incl. Environmental Concerns</b>	Raise and discuss all health, safety or environmental issues relating to and/or relevant to the Harbour, including relevant Accidents, Near Misses, Safety Concerns and Environmental incidents
<b>Navigational Safety/Concerns</b>	Discuss NRA existing and planned controls and discuss requirements placed on Harbour Users; Discuss local views on Navigational Safety, AtoN provision/performance, etc
<b>Engagement &amp; Communication</b>	Discuss the relevant methods used for the Harbour Operator to engage and communicate with all users and/or stakeholders, both corporately and locally
<b>Harbour Developments</b>	Outline any forthcoming development works, including potential benefits and gathering local user views where possible; Consider infrastructure works or navigational changes
<b>Harbour Specific Issues</b>	Open forum on issues affecting both the HA and Harbour Users in order to identify problems and potential solutions
<b>Attendee Review</b>	Review and keep list of attendees upto date;
<b>Agenda Review</b>	Review of content following meeting
<b>Any Other Business/ Q&amp;A Session</b>	Other items/ any open questions

<b>Chair Signature</b>		<b>Date</b>	23.03.26
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<b>Topic</b>	<b>Minutes</b>	<b>Action by</b>	<b>Target/ Outcome</b>
<b>Previous Minutes</b>	SS - None to discuss.  <b>(Refer if any)</b>		
<b>Harbour Authority Terms of Harbour Use/Changes</b>	SS - No recent changes made.  <b>(Refer Slides 3 -7)</b>		
<b>Harbour Health &amp; Safety incl. Environmental Concerns</b>	RM - Confirmation on responsibilities for incidents on pier and in harbour.  RM - Asked on availability of traffic cones for working on D-boat at station garage.  <b>(Refer Slides 8-9)</b>	SS- Indicated responsibilities between facilities with regards incident reporting. SS- Harbour can provide traffic cones.	Completed
<b>Navigational Safety/Concerns</b>	RM - Raised concerns surrounding available sea room for manoeuvring Lifeboat with vessels berthed on marina and quay wall.  WC -Trialling of a new mobile berthing aid system for future shipping movements.  <b>(Refer Slides 10-11)</b>	WC -To confirm trial period of mobile berthing aid.	Prior to introducing mobile berthing aid.
<b>Engagement &amp; Communication</b>	RM - Asked surrounding the availability of the harbour for hosting a RNLI raft race circa July. SS - Indicated no issues from harbour side however to provide further details when he has them.  WC- Raised that he would like to host a joint exercise at OPA jetty with CBT HBR staff & RNLI circa mid-July.  <b>(Refer Slide 12)</b>	RM- To provide further raft race details to harbour and set date.  WC- To set date of joint exercise with all parties, also to arrange planning meeting for exercise.	Prior to event.  Prior to exercise.
<b>Harbour Developments</b>	WC- Indicated that the fire main on the OPA jetty will be upgraded, therefore any firefighting requirements will be solely met by the Fire Brigade.  <b>(Refer Slide 13)</b>	WC- to confirm when works completed.	On completion of works.

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Topic	Minutes	Action by	Target/ Outcome
<b>Harbour Specific Issues</b>	<p>WC - Raised the possibility of approaching A&amp;BC to align bathymetric surveys to split costs involved.</p> <p>SS – Confirmed this would be a common sense approach considering both use Aspect Land &amp; Hydrographic Surveys Ltd.</p> <p style="text-align: right;"><b>(Refer Slide 14)</b></p>	SS - To pass to Technical Officers for consideration.	Prior to next scheduled bathymetric surveys
<b>Attendee Review</b>	<p>SS - Noted fishermen at sea at time of meeting.</p> <p style="text-align: right;"><b>(Refer Slide 15)</b></p>		
<b>Agenda Review</b>	<p>SS - No issues raised surrounding meeting agenda.</p> <p style="text-align: right;"><b>(Refer Slide 15)</b></p>		
<b>Any Other Business/ Q&amp;A Session</b>	<p>SS - No other issues raised</p> <p style="text-align: right;"><b>(Refer Side 15)</b></p>		

<b>Meeting Closed</b>	14:30LT	<b>Next Meeting Scheduled</b>	23.10.2026 10:00LT
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