

<b>Harbour Location:</b>	Perth	<b>Harbour Manager:</b>	Fraser Wallace
<b>Meeting Location:</b>	Microsoft Teams	<b>Date of Meeting:</b>	9 <sup>th</sup> of June 2022
<b>Start Time:</b>	1800hrs	<b>Chair Name / Role:</b>	Fraser Wallace, Harbour Manager

Stakeholder Name & Organisation	Role or Stake in the Harbour	Invited	Attended	Apologies
Alan Soutar	Scottish Fire and Rescue Service	✓		
Alan Dobson	Perth and Kinross Council	✓		
Andrew Blake	Marine Manager – Port of Dundee	✓	✓	
Andrew Martin	Shipping Agent (Scotbroker)	✓		
Cameron MacPhail	CFL Head of Harbours	✓		
Chris Ahern	Councillor & Chair of the Perth Harbour Board	✓	✓	
Daniel Wood	Designated Person – NASH Maritime	✓	✓	
Fiona Denchfield	Glenalmond Timber Company	✓		
Gillian Burns	Northern Lighthouse Board	✓	✓	
Irvine Muirson	Kinnes Shipping	✓		
John Kettles	Harbour User	✓		
John West	Perth Pilot	✓		
Michael Blacklaw	CFL Regional Harbour Manager – Marine	✓	✓	
Ross Howie	Harbour User	✓		
Serge Merone	Perth and Kinross Council	✓		
Simon Mortlock	Royal National Lifeboat Institution (R.N.L.I)	✓		
Steven Baxter	River Tay Community Sports Hub Coordinator	✓		

Agenda Topic	Outline Discussion Content
<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</b>	Present/confirm HA Conditions of Harbour Use and any updates, observance of these Conditions and gain feedback from all stakeholders.
<b>Harbour Health, Safety &amp; Environmental Issues</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</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 Development</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 up to date; Consider any representations from other local interested parties/groups;
<b>Agenda Review</b>	Review content of agenda following meeting

AOCB & Q&A	Other items and any questions
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Chair Signature:		Date:	10/06/2022
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Topic	Minute of Committee	Action By	Target/ Complete Date
Previous Minutes	<p>The previous meeting minutes &amp; actions (Nov'21') were shared with the invitees prior to the Jun'22' meeting. At the start of the meeting, it was highlighted by the Chair that a presentation had been prepared for the Jun'22' meeting to align with the HUCF agenda.</p> <p>The below meeting notes will reflect specific areas with the adjoining presentation for ease of reference.</p>		
Harbour Authority Terms of Harbour Use	<p>Information shared regarding the relationship between CFL (Harbour Operator) &amp; PKC (Harbour Authority &amp; Asset Owner), including roles &amp; responsibilities under the Contract. Further information was shared outlining the marine &amp; shoreside areas of responsibility that sit under CFL &amp; PKC's operational jurisdiction.</p> <p style="text-align: right;"><b>(See Slides 2-4)</b></p>		
Harbour Health, Safety & Environmental Issues	<p>Discussion held &amp; information shared relating to;</p> <ol style="list-style-type: none"> <li>1. Covid-19;</li> <li>2. Silting at the Harbour Entrance;</li> <li>3. User PPE;</li> <li>4. Tier 1 Oil Spill from a small leisure vessel which sank within the Harbour. FW clarified what a Tier1 Oil Spill meant.</li> </ol> <p><u>Action</u> – Reminder issued to all invitees to return the Port Waste Questionnaire to <a href="mailto:perth.harbour@calmac.co.uk">perth.harbour@calmac.co.uk</a></p> <p style="text-align: right;"><b>(See Slide 7-8)</b></p>	All	30/06/2022
Risk Assessment	<p>Details shared regarding the Perth NRA &amp; that CFL maintain a live Navigational Risk Assessment (NRA) which is the very basis of the safe management of the harbour. Furthermore, the NRA is aimed at recording our assessment of all navigational hazards and identifying measures to reduce risk to an acceptable level.</p> <p>Further detail, highlighting the NRA top three ranked hazard was provided.</p> <p><u>Action</u> – Reminder issued to all invitees to return the Navigational Safety Questionnaire to <a href="mailto:perth.harbour@calmac.co.uk">perth.harbour@calmac.co.uk</a></p> <p style="text-align: right;"><b>(See Slide 9-10)</b></p>	All	30/06/2022
Harbour User Communications	<p>Summary of the current arrangements for harbour user communications, including the primary purpose of the HUCF, frequency of meetings, first points of contact i.e.; Harbour Manager.</p> <p style="text-align: right;"><b>(See Slide 12)</b></p>		
Harbour Development	<p>Information, including status updates &amp; timescales were provided relating to the following Harbour Development Projects;</p> <ol style="list-style-type: none"> <li>1. Core Sampling at the Harbour Entrance for Dredge Disposal Licence</li> <li>2. Aids to Navigation (AtoN)– Repaint/Wrap of current AtoN and review of positions following bathymetric survey outputs.</li> </ol> <p><u>Action</u> – Updates to be provided against each development project at the Autumn 2022 HUCF Meeting. <b>(See Slide 13)</b></p>	CFL	31/11/2022

<p><b>Harbour Specific Issues</b></p>	<p>Discussion held with attendees, regarding current issues such as; 1. Silting at the Harbour Entrance.</p> <p style="text-align: right;"><b>(See Slide 14)</b></p>		
<p><b>Attendee Review</b></p>	<p><u>Action</u> – Harbour Manager to review list of attendees and method of communication for future meetings.</p> <p style="text-align: right;"><b>(See Slide 15)</b></p>	<p>CFL</p>	<p>31/11/2022</p>
<p><b>Agenda Review</b></p>	<p>The HUCF meeting agenda will continue to be reviewed and, where relevant &amp; necessary, updated to reflect the pertinent points in compliance with the PMSC &amp; taking into account harbour users’ feedback, as discussed &amp; requested during the meeting.</p> <p><u>Action</u> – All invitees/users of the Harbour to review the current agenda &amp; advise what, if any, amendments are necessary.</p> <p style="text-align: right;"><b>(See Slide 15)</b></p>	<p>All</p>	<p>30/06/2022</p>
<p><b>AOCB &amp; Q&amp;A</b></p>	<p>GB sought clarity as to whether the temporary special mark (AtoN) remains in place in the vicinity of the Harbour Entrance. This was confirmed by FW, leading to future actions by the Harbour Operator to keep both the UKHO and NLB up to date with any position changes during the upcoming dredging campaign.</p> <p>GB asked if there was any progress on amending AtoN positions in the vicinity of Flisk/Deil Bank. FW advised that there were no immediate plans, however this is under continuous review via the NRA, and changes may occur in the future.</p> <p>General discussion around the low attendance was held, with a review of the forum to take place prior to the Autumn 2022 HUCF with the aim to increase attendance. A number of attendees suggested a ‘hybrid’ approach going forward.</p> <p>The meeting notes/actions &amp; supporting presentation will be uploaded to the Perth Harbour website;</p> <p><a href="https://perthharbour.co.uk/harbour-users-consultative-forum/">https://perthharbour.co.uk/harbour-users-consultative-forum/</a></p> <p><u>Action</u> – Harbour Manager to upload HUCF meeting notes/actions &amp; supporting presentation to website.</p> <p>Meeting Closed at 1833hrs.</p> <p style="text-align: right;"><b>(See Slide 15)</b></p>	<p>Harbour Manager</p>	<p>15/06/2022</p>