

Harbour Location:	Perth	Harbour Manager:	Fraser Wallace
Meeting Location:	Microsoft Teams	Date of Meeting:	27 th May 2021
Start Time:	1830hrs	Chair Name / Role:	Fraser Wallace, Harbour Manager

Stakeholder Name & Organisation	Role or Stake in the Harbour	Invited	Attended	Apologies
Alan Soutar	Scottish Fire and Rescue Service	✓		
Andrew Martin	Shipping Agent (Scotbroker)	✓		
Chris Ahern	Councillor & Chair of the Perth Harbour Board	✓	✓	
David Philips	Designated Person – NASH Maritime	✓		
Fiona Denchfield	Glenalmond Timber Company	✓		
Fraser McGowan	Perth and Kinross Council	✓		
Gemma Simpson	River Tay Community Sports Hub Coordinator	✓		
Gillian Burns	Northern Lighthouse Board	✓	✓	
Irvine Muirson	Kinnes Shipping			✓
John Kettles	Harbour User	✓		
John West	Perth Pilot	✓		
Keith McLean	Perth Pilot	✓		
Mike Cramond	Perth Pilot	✓		
Robert Keir	Perth Pilot	✓		
Ross Howie	Harbour User	✓		
Ross MacDonald	CFL - Regional Harbour Manager	✓	✓	
Ryan Porteous	Harbour Master – Port of Dundee	✓		✓
Serge Merone	Perth and Kinross Council	✓		
Simon Mortlock	Royal National Lifeboat Institution (R.N.L.I)	✓	✓	

Agenda Topic	Outline Discussion Content
Attendees	Introduce each attendee to the group meeting and their roles in the Harbour
Previous Minutes	Distribute, discuss and agree previous minutes and actions with Forum
Harbour Authority Terms of Harbour Use	Present/confirm HA Conditions of Harbour Use and any updates, observance of these Conditions and gain feedback from all stakeholders.
Harbour Health, Safety & Environmental Issues	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.
Navigational Safety	Discuss NRA existing and planned controls and discuss requirements placed on Harbour Users; Discuss local views on Navigational Safety, AtoN provision/performance, etc
Engagement & Communication	Discuss the relevant methods used for the Harbour Operator to engage and communicate with all users and/or stakeholders, both corporately and locally
Harbour Development	Outline any forthcoming development works, including potential benefits and gathering local user views where possible; Consider infrastructure works or navigational changes
Harbour Specific Issues	Open forum on issues affecting both the HA and Harbour Users in order to identify problems and potential solutions

Attendee Review	Review and keep list of attendees up to date; Consider any representations from other local interested parties/groups;
Agenda Review	Review content of agenda following meeting
AOCB & Q&A	Other items and any questions

Chair Signature:	<i>F. Wallace</i>	Date:	27/05/2021
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Topic	Minute of Committee	Action By	Target/ Complete Date
Previous Minutes	<p>The previous meeting minutes & actions (Oct'20') were shared with the invitees prior to the May21'' meeting. At the start of the meeting, it was highlighted by the Chair that a presentation had been prepared for the May'21' 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) & PKC (Harbour Authority & Asset Owner, including roles & responsibilities under the Contract. Further information was shared outlining the marine & shoreside areas of responsibility that sit under CFL & PKC's operational jurisdiction.</p> <p style="text-align: right;">(See Slides 2-4)</p>		
Harbour Health, Safety & Environmental Issues	<p>Discussion held & information shared relating to;</p> <ol style="list-style-type: none"> 1. Covid-19 & Harbour Operations 2. Dredging Project 3. User PPE <p><u>Action</u> – Reminder issued to all invitees to return the Port Waste Questionnaire to perth.harbour@calmac.co.uk by 7th June 2021</p> <p style="text-align: right;">(See Slide 7-8)</p>	All	07/06/2021
Risk Assessment	<p>Details shared regarding the Perth NRA & 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 perth.harbour@calmac.co.uk by 7th June 2021</p> <p style="text-align: right;">(See Slide 9-10)</p>	All	07/06/2021
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;">(See Slide 12)</p>		
Harbour Development	<p>Information, including status updates & timescales were provided relating to the following Harbour Development Projects;</p> <ol style="list-style-type: none"> 1. Dredging Project 2. Bathymetric Survey Project (Flisk & Deil Bank) 3. Voluntary Code of Practice 4. AtoN Review & Maintenance <p><u>Action</u> – Updates to be provided against each development project at the Autumn 2021 HUCF Meeting.</p> <p style="text-align: right;">(See Slide 13)</p>	Harbour Manager	30/10/2021

<p>Harbour Specific Issues</p>	<p>Discussion held with attendees, regarding current issues such as;</p> <ol style="list-style-type: none"> 1. Silting at the Harbour Entrance. 2. Revised UKHO Chart 1479 – Edition 2 3. Current NtM's <p style="text-align: right;">(See Slide 14)</p>		
<p>Attendee Review</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;">(See Slide 15)</p>	<p>Harbour Manager</p>	<p>30/10/2021</p>
<p>Agenda Review</p>	<p>The HUCF meeting agenda will continue to be reviewed and, where relevant & necessary, updated to reflect the pertinent points in compliance with the PMSC & taking into account harbour users' feedback, as discussed & requested during the meeting.</p> <p><u>Action</u> – All invitees/users of the Harbour to review the current agenda & advise what, if any, amendments are necessary.</p> <p style="text-align: right;">(See Slide 15)</p>	<p>All</p>	<p>30/10/2021</p>
<p>AOCB & Q&A</p>	<p>GB referred to NtM 09/2021 Temporary Alteration of Light Characteristic, and whether this NtM remains 'Active', Harbour Manager confirmed that this is still the case.</p> <p>GB also asked how liaison with the recently acquired contact for the National Grid AtoN's. The Harbour Manager advised that good progress was made and that the contact had planned a visit to the Inchyra AtoN in the near future. The Harbour Manager thanked GB for continued support on matters relating to AtoN.</p> <p>SM advised that the RNLI were currently looking at alternative launching options, that would decrease the current response times to Perth. The Harbour Manager advised that if any support is required from the Harbour Operator then we would be pleased to assist where possible.</p> <p>SM also acknowledged the newly published UKHO Chart 1479 Edition 2 and that the changes in depth were duly noted by the lifeboat crew at Broughty Ferry.</p> <p>CA advised the Harbour Manager that an update was required to the Perth Harbour website following the death of Councillor Henry Anderson.</p> <p>The meeting notes/actions & supporting presentation will be uploaded to the Largs Harbour website;</p> <p>https://perthharbour.co.uk/harbour-users-consultative-forum/</p> <p><u>Action</u> – Harbour Manager to upload HUCF meeting notes/actions & supporting presentation to website.</p> <p>Meeting Closed at 1912hrs.</p> <p style="text-align: right;">(See Slide 15)</p>	<p>Harbour Manager</p>	<p>30/05/2021</p>