

Harbour Location:	Perth	Harbour Manager:	Fraser Wallace
Meeting Location:	Microsoft Teams	Date of Meeting:	4 th November 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)	✓		
Cameron MacPhail	CFL Head of Harbours	✓	✓	
Chris Ahern	Councillor & Chair of the Perth Harbour Board	✓	✓	
Danny Boyd	Outdoor Explore	✓	✓	
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	✓		
Keith McLean	Perth Pilot	✓		
Mike Cramond	Perth Pilot	✓		
Robert Keir	Perth Pilot	✓		
Ross Howie	Harbour User	✓		
Scott Cameron	Forth and Tay Harbour Master	✓		✓
Scott Goodwill	CFL Regional Harbour Manager – Operations	✓	✓	
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:	05/11/2021
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Topic	Minute of Committee	Action By	Target/ Complete Date
Previous Minutes	<p>The previous meeting minutes & actions (May'21') were shared with the invitees prior to the Nov21' meeting. At the start of the meeting, it was highlighted by the Chair that a presentation had been prepared for the Nov'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; 2. Shore Traffic Management – Road Repairs & Line Marking; 3. Silting at the Harbour Entrance; 4. User PPE. <p><u>Action</u> – Reminder issued to all invitees to return the Port Waste Questionnaire to perth.harbour@calmac.co.uk by 12th November 2021</p> <p style="text-align: right;">(See Slide 7-8)</p>	All	12/11/2021
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 12th November 2021</p> <p style="text-align: right;">(See Slide 9-10)</p>	All	12/11/2021
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. Core Sampling at the Harbour Entrance for Dredge Disposal Licence 2. Bathymetric Survey of Flisk and Deil Bank 3. Aids to Navigation (AtoN)– Repaint/Wrap of current AtoN and review of positions following bathymetric survey outputs. 4. Data gathering underway to review vessel traffic management procedure. <p><u>Action</u> – Updates to be provided against each development project at the Spring 2022 HUCF Meeting. (See Slide 13)</p>	Harbour Manager	31/05/2022

<p>Harbour Specific Issues</p>	<p>Discussion held with attendees, regarding current issues such as; 1. Silting at the Harbour Entrance.</p> <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>31/05/2022</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>31/05/2022</p>
<p>AOCB & Q&A</p>	<p>DB requested to discuss access to/from the harbour for the Outdoor Explore operations. FW advised DB to make initial contact via email, to progress. FW to review and feedback accordingly.</p> <p>CM discussed the availability of bathymetric charts, and whether these could be added to the Perth Harbour website. FW to investigate the possibility of this, and upload to the website if possible.</p> <p>General discussion around the low attendance was held, with a review of the forum to take place prior to the Spring 2022 HUCF with the aim to increase attendance, Covid-19 restrictions permitting.</p> <p>The meeting notes/actions & supporting presentation will be uploaded to the Perth 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 1903hrs.</p> <p style="text-align: right;">(See Slide 15)</p>	<p>Harbour Manager</p>	<p>31/12/2022</p>