

**Note of meeting between Argyll and Bute Council (ABC) and Oban Community Harbour
Development Association (OCHDA) V2**

Tuesday 29 June 2021 at 15:00 via Skype

In attendance:

Kirsty Flanagan, ABC (KF)
 Jim Smith, ABC (JS)
 Tony Bennett, OBG (TB)
 Ross Wilson, OCHDA (RW)
 Lissa Brackley, ABC (minute taker)

	KF welcomed everyone to the meeting.								
1.	<p><u>Minutes of previous meeting (11 May 2021)</u></p> <p>RW had submitted some revisions to the ABC draft minute which were discussed and either agreed/amended/removed.</p> <p>JS will write to OCHDA setting out the extent of the harbour limits.</p> <p>In response to TB's query on whether KF had consulted Councillors who had attended the Harbour Board meeting on 4 March 2021 to ascertain their views on what was agreed re a HB/OLI/OCHDA/Council Officer meeting, KF agreed to do so.</p> <p>Afternote: The OLI Area Committee meeting held on 9 June 2021 also instructed the scheduling of this meeting ASAP.</p> <p>Minute agreed with revisions which would be circulated.</p>								
2.	<p><u>MoU deliverables</u></p> <p>Each of the ABC deliverables were discussed as below; KF agreed that all outstanding Deliverables to 11 June 2021 would be provided before the next meeting, where available:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 10%;">F1</td> <td>The final accounts for 2020/21 are now finalised however are not representative of a typical year due to Covid. KF will provide these to OCHDA and Morag Cupples and Kirsteen Macdonald will arrange to meet with TB to discuss further.</td> </tr> <tr> <td>F2</td> <td>Received in part</td> </tr> <tr> <td>F3</td> <td>Received</td> </tr> <tr> <td>F4</td> <td> <p>There have been no reports or business cases in relation to a municipal port as this option has not been supported by the Council to date.</p> <p>JS will provide OCHDA will any reports or similar, eg Business Case, in relation to the Oban pontoons. These will all have been through Policy and Resources</p> </td> </tr> </table>	F1	The final accounts for 2020/21 are now finalised however are not representative of a typical year due to Covid. KF will provide these to OCHDA and Morag Cupples and Kirsteen Macdonald will arrange to meet with TB to discuss further.	F2	Received in part	F3	Received	F4	<p>There have been no reports or business cases in relation to a municipal port as this option has not been supported by the Council to date.</p> <p>JS will provide OCHDA will any reports or similar, eg Business Case, in relation to the Oban pontoons. These will all have been through Policy and Resources</p>
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	Committee and/or Council.
G4	OCHDA have previously been provided with Job Descriptions for the harbour staff, these are still relevant and reflect the overall service. JS will provide OCHDA with a note of any specific tasks relative to Oban harbour which may not be explicitly defined in the job description.
T4	The PMSC is regularly reported through the Harbour Board and the SMS is available on ABC website. JS will provide OCHDA with links to both documents.
T6	JS confirmed that there is no formal VTS in place at Oban as this is carried out manually, utilising radio communication and by complying with the SMS in place. The ABC Harbour limits being a very small and easily managed body of water. A VTS may be required should the wider harbour area form part of a Harbour Authority control. Afternote: ABC Harbour Limits are discussed in OCHDA response dated 10 July 2021 to ABC Briefing Note dated 23 June 2021.
A2 - 4	JS provided an overview of maintenance of the harbour and associated assets. The inspection frequencies are based on industry standards and known asset conditions. JS will collate a schedule of the various inspections and provide this to OCHDA in the next 3 – 4 week together with other data discussed in this note. Afternote: The relevant Deliverables timelines were originally either 28 May 2021 or 11 June 2021.
A5	This Deliverable was requested by 11 June 2021 and as previously stated is required for OCHDA to conduct due diligence and prepare its Business Case.
<p>In response to KF voicing frustration that information was being asked for again from ABC, TB clarified the difference between what had been provided and what was being requested. He also stated the view that OCHDA was even more frustrated at the repeated requests from the same Council Officer(s) for OCHDA to supply material that had already been provided, in some cases during recent days/weeks.</p>	
3.	<p><u>Letter from OCHDA to OBMG</u></p> <p>KF expressed her disappointment with OCHDA’s response to OBMG and the strong language used. TB responded that he did not write this letter and has not seen the OBMG response. He asked why, if we were supposed to be working together, Council Officers thought it was appropriate for them to specifically exclude OCHDA and OBSG representatives from a meeting with other OBMG members, and to then suggest that the OBMG ask OCHDA to provide material which had been provided to the same Council Officer(s) in the weeks immediately before their meeting had been held.</p> <p>KF expressed her displeasure with OCHDA’s assessment of the recent ABC Briefing Note and requested examples of factually inaccurate information. TB gave Para 1.6 as an example with respect to the Oban Bay Code of Practice displayed on the ABC website: “CoP does not state (or even imply) that ferries have right of way”. JS opined that the quantity of ferry traffic was a factor to be considered.</p>

	<p>KF explained that she had another meeting to attend at 4pm and suggested discussions continue at the next meeting scheduled for Tuesday 13 July around the briefing feedback, OCHDA material and the meeting of interested parties.</p> <p>RW expressed further disappointment that the stakeholder meeting is being postponed yet again. KF said we would do our best to schedule a meeting before the next OBMG on 27th August.</p>																					
4.	<p><u>Other Matters</u></p> <p>In the course of the meeting, the following were discussed:</p> <p>a. CMAL did not present its Business Case to support their proposal to be the Oban Harbour SHA.</p> <p>b. ABC is not producing a Business Case in support of the Municipal Port option, and JS confirmed that ABC did not support this option.</p> <p>c. ABC have no objection to the Trust Port using the same Designated Person that is currently used by both ABC and CMAL.</p> <p>d. The Trust Port option is considered to be the ‘default position’ at present, and that all partners are agreeable to ‘working up’ the case for a Trust Port.</p>																					
5.	<p><u>Actions</u></p> <p>Confirmation of actions in table below:</p> <table border="1" data-bbox="245 1196 1359 2022"> <thead> <tr> <th data-bbox="245 1196 823 1234">Action</th> <th data-bbox="823 1196 1184 1234">Due Date</th> <th data-bbox="1184 1196 1359 1234">Owner</th> </tr> </thead> <tbody> <tr> <td data-bbox="245 1234 823 1308">JS will write to OCHDA setting out the extent of the harbour limits</td> <td data-bbox="823 1234 1184 1308">20 July 2021</td> <td data-bbox="1184 1234 1359 1308">JS</td> </tr> <tr> <td data-bbox="245 1308 823 1487">JS will provide OCHDA with any reports or similar, eg Business Case, in relation to the Oban pontoons. These will all have been through Policy and Resources Committee and/or Council</td> <td data-bbox="823 1308 1184 1487">20 July 2021</td> <td data-bbox="1184 1308 1359 1487">JS</td> </tr> <tr> <td data-bbox="245 1487 823 1630">JS will provide OCHDA with a note of any specific tasks relative to Oban harbour which may not be explicitly defined in the job description</td> <td data-bbox="823 1487 1184 1630">20 July 2021</td> <td data-bbox="1184 1487 1359 1630">JS</td> </tr> <tr> <td data-bbox="245 1630 823 1740">JS will provide OCHDA with links to both the PMSC and SMS documents which are available publicly on the Council web site</td> <td data-bbox="823 1630 1184 1740">20 July 2021</td> <td data-bbox="1184 1630 1359 1740">JS</td> </tr> <tr> <td data-bbox="245 1740 823 1850">JS will provide in writing to OCHDA an overview of maintenance of the harbour and associated assets</td> <td data-bbox="823 1740 1184 1850">20 July 2021</td> <td data-bbox="1184 1740 1359 1850">JS</td> </tr> <tr> <td data-bbox="245 1850 823 2022">KF will consult Councillors who had attended the Harbour Board meeting on 4 March 2021 to ascertain their views on what was agreed concerning a HB/OLI/OCHDA/Council Officer meeting, and take appropriate action.</td> <td data-bbox="823 1850 1184 2022">ASAP</td> <td data-bbox="1184 1850 1359 2022">KF</td> </tr> </tbody> </table>	Action	Due Date	Owner	JS will write to OCHDA setting out the extent of the harbour limits	20 July 2021	JS	JS will provide OCHDA with any reports or similar, eg Business Case, in relation to the Oban pontoons. These will all have been through Policy and Resources Committee and/or Council	20 July 2021	JS	JS will provide OCHDA with a note of any specific tasks relative to Oban harbour which may not be explicitly defined in the job description	20 July 2021	JS	JS will provide OCHDA with links to both the PMSC and SMS documents which are available publicly on the Council web site	20 July 2021	JS	JS will provide in writing to OCHDA an overview of maintenance of the harbour and associated assets	20 July 2021	JS	KF will consult Councillors who had attended the Harbour Board meeting on 4 March 2021 to ascertain their views on what was agreed concerning a HB/OLI/OCHDA/Council Officer meeting, and take appropriate action.	ASAP	KF
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	KF closed the meeting.
	DoNM – 13 July 2021

Attachment:

1. Deliverables Update 29 June 2021 (Document dated 9 June 2021 which remained the position on 29 June 2021).

Distribution:

TB

KF

JS

RW

Copy:

Chair A&B Harbour Board

Chair OLI

Secretary OCHDA