

Minutes of the meeting of the OCHDA Management Committee

October 30th 2020 16.00 – 18.00

This meeting was held by Zoom

Present: John MacAlister, Tony Bennett, Duncan Martin, Robert Kincaid, Andy Spence, Keith Miller, Peter Tosh, David Vass, Alison Rennie, Phil Hamerton, Mike Thoms

1. **Apologies** Tony Hammock, Ross Wilson, Paul Knight

2. **Welcome to new members**

2.1. John MacAlister welcomed Mike Thoms to the group.

3. **Minutes of the previous meeting**

3.1. The minutes of the meeting of 14 October were accepted as a true record.

4. **Matters arising**

4.1. There were no matters arising from the previous minutes other than items already on the agenda.

5. **Urgent business to be considered**

5.1. An item on the use of email to be discussed under a AOCB.

6. **Membership request**

6.1. Les Morss was accepted as a new member of OCHDA. Alison Rennie to write to him confirming this. **Action AR**

Reports from working groups

7. ***Fundraising and public awareness group***

7.1. Phil spoke to his report (previously circulated).

7.2. Phil noted recent contact with Crown Estate Scotland who advised that the shortlisting for the next round will take place at the end of November. This means we might have to be working on this over the Christmas and New Year period, in the event that we are allowed to progress.

7.3. Phil reminded the group of the need for clarity regarding funds for activities in order to inform the development of fundraising strategy.

7.4. The draft **letter to major businesses** was discussed. Further work requires to be done on this before distribution. Final draft to be circulated by Friday, November 6th. **Action DM, AR and PT**

- 7.5. It was agreed that the revised letter will indicate that a total sum in excess of £100,000 is likely to be required and there will be no specific reference to the sum raised to date; reference may be made to funds having been donated but more being required.
- 7.6. Specific additional recipients of the letter were suggested: North West Marine, Briggs Marine and the Scottish Fishermen's Federation. Mike Thoms has offered to provide other suggestions based on offshore industries. **Action MT.**
- 7.7. Regarding writing to Cruise Ship organisations, at this stage the decision was to take no further action but we will need to review this position at some point in the future.
- 7.8. **Letter to other businesses & organisations** was approved, subject to slight adjustment in the final paragraph, inviting support rather than overtly seeking funding. Distribution to be via Andy Spence. **Action AR and AS.** Additional recipient of the letter: Mike Morgan of Puffin Dive Centre.
- 7.9. The draft **logo** options were considered in detail. The Committee approved design number one subject to further suggestions, if any. **Action PH to liaise with CGL.**
- 7.10. A discussion of the draft **flyer** approved the general layout but noted that it would be preferable to be re-arranged in order to make an A5 sized, folded flyer with some alterations to the text. Suggested alterations include a headline: Future of Oban Bay; alterations to the task list. Readability to be checked, once the revised A5-sized leaflet is prepared. Continue with the chart on the reverse side, based on Tony's revised version once available. The Committee approved the general graphical appearance, subject to it being reformatted to fit with folded A4 sheet with a front cover, inside content and the chart on the rear. **Action PH**

8. *Harbour extension working group*

- 8.1. Robert introduced his report (previously circulated).
- 8.2. Regarding the display of limits, Tony advised that such materials should be displayed in nautical measures, nautical miles, cables etc.
- 8.3. The Committee considered the alternative limits proposed and decided that there would be a single option drawn for the North entrance with two options for the south entrance. **Action TB to revise.**
- 8.4. In the construction of the consultation document it will be necessary to make clear the extent to which inclusion within the harbour area will, or will not, affect how individuals can undertake their business. The consultation document might helpfully stress that the impact of the establishment of the Trust Port will be to give a legal basis for enforcing the current voluntary Code of Practice rather than impacting on day-to-day fishing, for example.
- 8.5. Options for accessing Survey Monkey were considered and the Community Council was considered to be favourable. Use of the Community Council's account to be investigated. **Action AS**

- 8.6. Committee approved the proposed timescale for consultation. **Action RK.**
- 8.7. Publicity regarding the consultation was discussed in detail. It was agreed that the consultation exercise will be clearly indicated in other information being distributed at that time. **Action RK and PH**
- 8.8. The Committee agreed that we would endeavour to send all material out at the same time: information regarding consultation, the flyer and letters seeking support; with a target date of week beginning 9th November for all of these. Survey Monkey will need to be operational by the same time. **Action RK and PH**
- 8.9. Arrangements are in hand for an historic article in the Oban Times of the week beginning 9th November. This will be followed by a forward-looking article in the following week. A trail may be possible for the week beginning 2nd November to indicate forthcoming consultation and follow-up articles. **Action PH and DM** The emphasis of the initial article should be on the fact that Oban harbour was run by Oban town Council, on behalf of the people of Oban, in the past and that the Trust Port will be repeating this pattern. Photographs will be required, perhaps with an old chart. Bob McCulloch to be contacted for old photographs. **Action on photographs PH and AR to contact Bob McCulloch; TB also to provide photographs and chart.**
- 8.10. The suggestion of an identified Press Officer, to handle links with the press, was supported. PH will take on that role. **Action PH**
- 8.11. Consideration was given to the development of a website and presence on social media. Mike Thoms offered to provide financial support for this and Andy Spence has offered to liaise with potential providers. **Action MT and AS**

9. *Business Planning Group report*

- 9.1. The **Business Planning group** has not been able to meet owing to pressures of work on various members. Tony Hammock, Ross Wilson and Tony Bennett will hopefully be able to start work on this next week. Some additional data is still needed from ABC and NLB.

10. *Harbour order and legal entity working group report*

- 10.1. Requested information has been provided by CMAL but is outstanding regarding the use of the harbour, from Argyll & Bute Council and the NLB.
- 10.2. Tony reported on discussions with Highlands and Islands Enterprise who may be able to partially fund a project officer to help with the setting up of the Trust Port. He is pursuing this currently. **Action TB**
- 10.3. Tony reported no further contact with Burness Paull, despite reminders, re discussions with A&BC and agreement of Heads of Terms. He will pursue this next week. **Action TB**

11. *AOCB*

11.1. The use of “**reply all**” is discouraged where not appropriate since this generates unnecessary traffic into everybody's inbox.

12. Dates of further meetings

The meetings on November 19th (16:00) and December 17th (15:00) were agreed.

The date proposed in January cannot be confirmed at this point and will be reviewed at the December meeting, if not before. **Action JM**