FOWEY
PORT USER
GROUP

TERMS OF REFERENCE (TOR)

1. AIMS

1.1. Formed as a Statutory Consultation Group, representing stakeholders of Fowey Harbour Commissioners (FHC) as detailed in the Fowey Harbour Revision Order 2001, to allow FHC to consult on all matters substantially affecting the management, maintenance, improvement, conservation, protection or regulation of the Harbour and its navigation.

1.2. To act as a statutory consultee, as detailed in the Fowey Harbour Revision Order 2021 (see Appendix 2), in respect of the introduction, change or revocation of General Directions put forward by FHC. To discuss their merits from the perspective of stakeholders and harbour users and to recommend acceptance of the directions or suggest modifications to overcome objections from within Fowey Port Users Group (PUG). The procedure for giving, amending or revoking General Directions are detailed in the Fowey Harbour Revision Order 2021.

1.3. To satisfy the requirements of the Port Marine Safety Code and the Port Safety Management system in communicating and consulting with the maritime related stakeholders and port users.

1.4. To refer or make any recommendation or representation to FHC from time to time whether or not PUG has been consulted by FHC on the matter.

2. MEMBERSHIP

2.1. PUG will consist of such number of persons as the Commissioners and PUG shall consider appropriate. Appointments to PUG are made by the Commissioners in consultation with PUG with an aim of representing the broad spectrum of interests of all communities using the harbour for commercial and leisure purposes and any other stakeholders of FHC.

2.2. Members may be appointed to represent any stakeholder group at the discretion of FHC and PUG. A non-exclusive list of stakeholder groups is listed in Appendix 1.

2.3. Although members have a remit from those they represent and a responsibility to protect their interests, members also have a responsibility to understand and protect the overall interests of the harbour

2.4. PUG shall have a quorum to be 5 and shall appoint its own Chair and Vice Chair. The Chair and Vice Chair shall be elected or re-elected by the members when an incumbent has held the position for a period of 3 years

2.5. An individual PUG member may, on sending written notice to the Chair, send a substitute to any PUG meeting. Members shall hold office for a period of 3 years and then be eligible for re-appointment for a further period of 3 years.

2.6. Re-appointment of PUG members, with the exception of the Chair and Vice Chair, shall be automatic at the end of each 3-year period subject to 2.7 and 2.9 below.

2.7. No PUG member, including the Chair and Vice Chair, shall be appointed or re-appointed for more than 3 periods of 3 years.

2.8. A PUG member may resign his or her office at any time by notice in writing to the Chairman of the Commissioners.

2.9. At the discretion of the Commissioners, any PUG member who misses three consecutive meetings may be deemed to have resigned from the PUG.

3. MEETINGS

3.1. PUG shall meet not less than twice a year. An agenda for meetings should be formalised beforehand and minutes of discussions taken.

3.2. PUG members shall be advised by email, or by the minutes of a previous meeting, at least 7 days before any meeting.

3.3. PUG members will not be required to register interests but will be expected to declare an interest if appropriate before joining a debate.

3.4. The FHC will provide a venue and secretarial support for the meetings which will be attended by the Harbour Master and FHC Chairman, but FHC are not members of the PUG.

4. TOR REVIEW

4.1. These TOR shall be reviewed and amended, as necessary, by PUG annually

APPENDIX 1

Non-exclusive list of Stakeholder Groups:

<u>Local and Parish Councils:</u>
Cornwall Council
Fowey Town Council
Lostwithiel Town Council
Lanteglos Parish Council
St Sampson Parish Council
St Veep Parish Council
St Winnow Parish Council

<u>Leisure:</u>
Sailing and Racing
Rowers and Paddlers
Royal Yachting Association
Swimmers
Boat Owners Associations including:
Golant Quay Users Association
Lostwithiel Boat Owners Association

<u>Commercial:</u>
IMERYS Minerals
Licensed Boatmen

<u>Environmental:</u>
National Trust
Fowey Estuary Partnership
Fowey River Association – Freshwater Fishing

<u>Other:</u>
Fowey Chamber of Commerce
Fowey RNLI
Polruan Town Trust
Golant Boatwatch
Local resident groups including:
Mixtow Residents

APPENDIX 2

Fowey Harbour Revision Order 2021