



Meeting Notes

Marine Liaison Group Meeting No. 2

Venue: Arrol House, Rosyth

7th July 2011 14:00

Notes prepared by: Ken Clark

Participants & Distribution:				✓, ✗, or N/a		
Initials	Name	Title	Organisation	In Attendance	Apologies	Distribution
BM	Billy Minto		Employer	✓		
RH	Richard Hornby		Employer	✓		
MC	Martyn Clark		Forth Ports Limited	✓		
PD	Peter Douglas		NLB	✓		
DS	Duncan Sooman		Network Rail		✓	
KW	Kevin Woods		Fife Constabulary	✓		
IM	Ian Malcolm		Lothian & Borders Police		✓	
GG	Gary Graves		Babcock PLC		✓	
BC	Barry Colford		FETA	✓		
BMc	Bill Macfadyen		MCA		✓	
DR	Doug Ross		Port Edgar YC	✓		
AM	Alex Maxwell		FCBC	✓		
KC	Ken Clark		FCBC	✓		

Item No.	Notes	Due Date	Action by
1	<p>Introduction</p> <p>All introduced themselves and who they were representing. Apologies were noted from Network Rail.</p> <p>BM invited all to note the record of the meeting would be published on the TS website.</p>		
2	<p>Marine Safety</p> <p>KC outlined the intention for the future dealing with this agenda item. Any Marine Safety incident will be reported and investigated by the appropriate authorities and the outcomes and lessons will be reviewed by the Group.</p>		

	<p>Any foreseen risk and issued which may be generated by the future programme will be discussed and mitigations agreed.</p> <p>MC advised that FP Limited see Near Miss reporting and analysis as key safety vehicle which must be considered when reviewing safety – all agreed and it will be included in this item.</p>		
3	<p>Terms of Reference</p> <p>BM outlined the background to and changes made to the Group ToR's since the inaugural meeting.</p> <p>BM will issue latest draft to all for final comment prior to publication.</p> <p>All to review final draft and comment to BM</p>	22/ 07/11	<p>BM</p> <p>ALL</p>
4	<p>Project Update</p> <p>KC gave all an update on the project focusing on the marine works areas and current methodology. The presentation is attached to these Notes.</p> <p>A number of aspects of the overall process were discussed including the potential use of Port Edgar (DR), traffic flow, interruptions, management of channel closures during the deck installation (MC).</p> <p>RH noted that management of channel closures and the methods associated with this activity need to be discussed and refined. KC will take this forward as routine business for FP Limited.</p> <p>Notice to Mariners (NTM's) were identified as the recognised method of passing Marine Safety information to the wider marine community. MC requested that all consider who should be on the NTM distribution that are not at present and advise FTNS.</p>		<p>KC</p> <p>ALL</p>
5	<p>ACOB</p> <p>DR noted that information on the MLG did not appear to be on the TS website. BM confirmed that agenda and minutes of MLG and the other project Working Groups should be on the website and will look into the matter.</p> <p>Security during the works was raised by KW. BM confirmed that a review had been carried out.</p> <p>MC advised the meeting that Forth Ports PLC as from 3rd June 2011 have been trading as Forth Ports <u>Limited</u> – not abbreviated.</p>		<p>BM</p>
6	<p>DONM</p> <p>8 Sept 2011 – 1400, Arrol House, Rosyth</p>		