



HARBOUR USER CONSULTATIVE FORUM
AGENDA & RECORD

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| Harbour Location: | Colonsay | Harbour Manager: | Fraser McNab |
| Meeting Location: | MS Teams Meeting | Date of Meeting: | 13/11/2025 |
| Start Time: | 15:00 | Chair Name / Role: | Fraser McNab, Area Harbour Manager |

| Stakeholder Name & Organisation | Role or Stake in the Harbour | Invited | Attended | Apologies |
|---------------------------------|----------------------------------|---------|----------|-----------|
| Shona McMillan | CFL Harbour Operations Assistant | Y | Y | |
| Moira Anne Bell | | Y | N | N |
| Rodger Meiklejohn | | Y | N | N |
| Julia Middleton | | Y | N | N |
| Matthew Munro | | Y | N | N |
| Ramsay Gillies | | Y | N | N |
| Helen Mann | CFL Senior Port Assistant | Y | N | N |
| Monty Smedley | ABPmer | Y | N | N |
| David McHardie | CMAL Harbour Master | Y | N | N |
| Edward Dowds | CMAL Deputy Harbour Master | Y | N | N |
| Fraser Wallace | CFL Head of Harbour Operations | Y | N | N |
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| Agenda Topic | Outline Discussion Content |
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| 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 |

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|-------------------------|--|--------------|--|
| Chair Signature: | | Date: | |
|-------------------------|--|--------------|--|



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| Topic | Minute of Committee | Action By | Target/ Complete Date |
|--|--|-----------|--------------------------|
| Previous Minutes | | | |
| Harbour Authority Terms of Harbour Use | <p>FM had prepared a set of slides to share with attendees. The slide set is intended to follow the general Agenda of the meeting.</p> <p>Meeting closed at 15:06 as only CFL Harbour Operations in attendance.</p> <p>Slides available to view on website.</p> <p style="text-align: right;">(Refer Slides 2-5)</p> | | |
| Harbour Health, Safety & Environmental Issues | | | |
| Risk Assessment | | | |
| Harbour User Communications | | | |
| Harbour Development | | | |
| Harbour Specific Issues | <p>.</p> <p style="text-align: right;">(Refer Slide 15)</p> | | |
| Attendee Review | | | |
| Agenda Review | | | |
| AOCB & Q&A | <p>Meeting Closed at 15:06</p> <p>Next Meeting Date TBC</p> <p style="text-align: right;">(Refer Slide 16)</p> | | |