



HARBOUR USER CONSULTATIVE FORUM
AGENDA & RECORD

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

Stakeholder Name & Organisation	Role or Stake in the Harbour	Invited	Attended	Apologies
Tim Bleazard	CFL Senior Port Assistant	Y	Y	
Shona McMillan	CFL Harbour Operations Assistant	Y	Y	
Julie Olyphant	Coll Hotel/Coll Moorings Association	Y	Y	
Randy Anderson	Coll Moorings Association/ Harbour User	Y	Y	
Doug McDowall	Coll Moorings Association	Y	Y	
Olvin Smith		Y	N	N
Robert Sturgeon		Y	N	N
Rob Wainwright		Y	N	N
R Anderson		Y	N	N
Roy Thorburn		Y	N	N
Steve Dickison		Y	N	N
Jill McKechnie	CFL Port Manager	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
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

Chair Signature:		Date:	
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Topic	Minute of Committee	Action By	Target/ Complete Date
Previous Minutes	Previous minutes were not reviewed.		
Harbour Authority Terms of Harbour Use	<p>FM presented a set of slides to attendees. The slide set is intended to follow the general Agenda of the meeting.</p> <ul style="list-style-type: none">• Explained the function of CMAL and CFL• Noted the Statutory Harbour area• Noted the Shore Area and CFL's area of responsibility• Shared resources for information that may be of benefit <p style="text-align: right;">(Refer Slides 2-5)</p>		
Harbour Health, Safety & Environmental Issues	<p>The items as noted on the slide deck were discussed.</p> <ul style="list-style-type: none">• FM advised that there are no known defects to pier/infrastructure.• Routine fender inspections were carried out in June 2025.• 1 Accident recorded this year- Minor vehicle collision.• 1 Near Miss recorded in 2024 (none in 2025) - Customer in live snapback zone. FM reiterated the danger of snapback zones and importance of users staying clear of bollards with mooring ropes.• FW will issue Port Waste Management & Navigational Safety questionnaires to participants.• A concern was raised by Coll Moorings Association regarding the CMAL Moorings moving and 3 missing- FM to take forward with CMAL and provide an update when known. <p style="text-align: right;">(Refer Slides 6-9)</p>	FM	
Risk Assessment	<p>FM advised the top 3 hazards at Coll in relation to Navigational Safety and explained the purposes of the Navigational Risk Assessments.</p> <p>FM encouraged users to submit and completed Navigational Safety Questionnaire as part of their feedback.</p> <p style="text-align: right;">(Refer Slides 10-11)</p>		
Harbour User Communications	<p>FM advised the Standing & Current NtM for Coll and where to access.</p> <p>A question was raised by Coll Moorings Association to determine if the privately owned moorings are affected by the dive restrictions. FM explained that as it is within the SHA, it is covered by the same procedures in relation to commercial diving. FM to check if these apply to those diving to check on their own private moorings and advise.</p> <p style="text-align: right;">(Refer Slides 12)</p>	FM	



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Harbour Development	<p>FM advised the purpose & frequency of the HUCF as well as the relevant CFL Staff and their responsibilities</p> <p>FM advised that no development projects planned at this time.</p> <p>A trip to Coll is being planned by the marketing team to review the signage and branding in Coll.</p> <p>Coll Mooring Association advised that they are looking into possibility of a slipway and pontoons to support visiting leisure vessels and improving safe access. The mooring association are looking at arranging a feasibility study. FM will contact CMAL with the intentions to get their input and report back and check the availability of funding available to support this venture.</p>	<p style="text-align: center;">(Refer Slide13-14)</p> <p>FM</p>	
Harbour Specific Issues	<p>JO asked if it would be possible to merge the 3 groups - Harbour User (CFL), Pier User(A&BC) and Coll Mooring Users. FM to look in to.</p>	<p style="text-align: center;">(Refer Slide 15)</p> <p>FM</p>	
Attendee Review	<p>FM requested that attendees share contact details for any potential attendees.</p>	<p style="text-align: center;">(Refer Slide 16)</p>	
Agenda Review	<p>Agenda reviewed. No changes.</p>	<p style="text-align: center;">(Refer Slide 16)</p>	
AOCB & Q&A	<p>DM offered to provide pictures of the current signage etc in the port area. Interested in adding local information signage for visitors to the island. FM will share this with the Marketing Team.</p> <p>Collection of payments at moorings remain an ongoing issue. FM advised that other options are being considered for payment processing.</p> <p>Meeting Closed at 13:58 Next Meeting Date TBC</p>	<p style="text-align: center;">(Refer Slide 16)</p> <p>DM/FM</p>	