



HARBOUR USER CONSULTATIVE FORUM AGENDA & RECORD

Harbour Location:	Port Ellen	Harbour Manager:	Fraser McNab
Meeting Location:	MS Teams Meeting	Date of Meeting:	14/11/2025
Start Time:	10:00	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	
Linda Kirkpatrick	CFL Port Manager	Y	Y	
David McHardie	CMAL Harbourmaster	Y	Y	
Gus	Stormcats			
Jim Porteus	Ferry Committee			
Jonathan Farrell	Fishing Vessel Skipper			
Louise Campbell	Hebridean Princess			
David Maclellan	RNLI			
	Kayak Wild Islay			



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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			
Harbour Authority Terms of Harbour Use	FM had prepared a set of slides to share with attendees. The slide set is intended to follow the general Agenda of the meeting. Meeting closed as only CFL and CMAL in attendance. Slides available to view on website. (Refer Slides 2-5)		
Harbour Health, Safety & Environmental Issues	(Refer Slides 6-9)		
Risk Assessment	(Refer Slides 10-11)		
Harbour User Communications	(Refer Slides 12)		
Harbour Development	(Refer Slide 13-14)		
Harbour Specific Issues	(Refer Slide 15)		
Attendee Review	(Refer Slide 16)		
Agenda Review	(Refer Slide 16)		
AOCB & Q&A	Meeting Closed at 10:00 Next Meeting Date TBC (Refer Slide 16)		