

Cattewater Harbour Users Group

Terms of Reference

1. Cattewater Harbour Commissioners (CHC) will establish a group, to be known as the **Cattewater Harbour Users Group (CHUG)**. The CHC will regularly consult CHUG (except in a case of special urgency or where it would be seriously detrimental to the interests of the Port to do so) on all matters substantially affecting the conservation, protection, regulation, management, maintenance and improvement of the Cattewater Harbour and its navigation.
2. CHUG shall consist of **11 representatives** invited from the following organisations and harbour interest groups:
 - a. **One** Councillor shall be appointed, nominated by Plymouth City Council or by a member of the CHUG.
 - b. **One** shall be appointed on the nomination of the training and education schools close to the Cattewater including the outdoor education centre/Plymouth School's partnership/RYA schools.
 - c. **One** shall be appointed on the nomination of Plymouth leisure clubs to represent the interest of the Clubs using the Harbour including sailing, rowing, angling and any other leisure clubs with vessels.
 - d. **One** shall be appointed on the nomination of the Commercial Shipping Wharf operators
 - e. **One** to represent the Charter Boat Associations in the harbour including dive, fishing, trip boats and ferries.
 - f. **One** to represent the CHC leisure users including swimmers, board sailors, personal watercraft users and paddle boarders.
 - g. **One** to represent commercial passenger carrying vessels interests in the harbour including trip boats, ferry taxis, fishing trip vessels.
 - h. **One** to represent the interests of the boat owners using non-commercial moorings including CHC trot and swinging moorings.
 - i. **One** to represent the interests of the residential groups close to the Cattewater
 - j. **One** to represent the Turnchapel Wharf Facility
 - k. **One** to represent a key commercial stakeholder
 - l. **One** to represent the Marina stakeholders within the Cattewater
3. CHUG will meet **twice a year**, their meetings being interspersed with those of the CHC, who normally meet 8 - 10 times a year.
4. If the CHUG does not receive a nomination for any reason from any of the organisations mentioned in Clause 2 a.to k. above, the CHUG may, after consulting with other organisations it thinks appropriate, appoint a suitable alternative or none at all. This procedure will also be followed should any of the organisations mentioned in Clause 2 a. to k. above cease to exist or the function of the organisation changes significantly.
5. The CHUG shall not be obliged to appoint a person who is duly nominated in accordance with any of sub-paragraphs a. to k. above but may request the body or bodies who made the nomination to nominate another person.
6. The term of office of a member of the CHUG shall be **three years** from the date of his/her appointment and, on ceasing to hold office, he/she shall be eligible for re-appointment for a further 3 years only: provided that a member of CHUG may at any time, by notice in writing to the Council, resign his/her office.

7. The CHUG may determine its own quorum and procedures.
8. The CHUG shall nominate its own Chairperson.
9. Without prejudice to paragraph (1.) above, the CHC shall seek the views of the CHUG on:-
 - a. CHC Business Plan;
 - b. proposals to vary any charges in relation to business and recreational use of the harbour and its use by any vessels;
 - c. the making of byelaws or directions;
 - d. proposals to construct or license any significant works in the harbour including dredging; or
 - e. changes to the use of the harbour.
10. The CHC shall take into consideration any matter, recommendation or representation which may from time to time be referred or made to them by the CHUG, whether or not it has been consulted by the CHC on the matter, recommendation or representation so referred or made.
11. Any nominated member that **misses two consecutive meetings** shall be removed from the group and the nominating body will be asked to nominate a new representative.
12. Members may **nominate a substitute** to attend the CHUG meetings
13. CHC will find a venue and provide secretarial support for the CHUG meetings.
14. The Cattewater Harbour Master (or substitute representative) will attend CHUG meetings to observe and advise but will have no voting rights. Any serving Commissioners may attend as observers if required.