

**PLA HARBOURMASTER'S RECREATIONAL
NAVIGATION GROUP (UPPER)
(PHRNG (U))**

Terms of Reference

1. Purpose of the Group

Within the scope of the port's Marine Safety Management System, the Port of London Authority has established the PLA Harbourmaster's Recreational Navigation Group (Upper) (PHRNG(U)) to provide recreational river users' with a forum to discuss matters concerning recreational safety on the tidal Thames to the west of Crossness.

In particular, the PHRNG(U) will:

- Review recreational navigational incidents, consider trend analysis, highlight safety issues and identify additional control measures for consideration and implementation;
- Review upcoming river works and events, which may impact on the safety of navigation in the Upper District;
- Review and undertake navigational risk assessments on a regular and, as necessarily by incidents, events, developments and trends within the Upper District or as required by the PLA's Marine Management Meeting (MMM); and
- Where appropriate, review and consider changes or proposals for recreational guidance and publications, including the recreational users' website and TTNC (Tidal Thames Navigator's Club).

2. Frequency of Meetings

The PHRNG(U) will meet at least twice in any calendar year (usually Spring and Autumn) with any business in the intervening period being conducted by electronic correspondence or within smaller working groups.

3. Membership

The current membership comprises the following:

Harbour Master (Upper) – <i>Chairman</i>	Assistant Harbour Master (Recreational) - <i>Secretary</i>
SMS Manager	Thames Regional Rowing Council (TRRC) Regional Water Safety Advisor
TRRC/PLA Liaison Officer	British Canoeing
Poplar, Blackwall and District Rowing Club (PBDRC) and rep for Globe & Curlew Rowing Clubs	Royal Yachting Association (RYA London and South-East Region)
Association of Thames Motor Yacht Clubs (ATYC)	Secretary of the Inland Waterways Association (IWA) London Region and member of St. Pancras Cruising Club
Putney Bridge/Battersea Canoe Club or Edge/Chelsea Canoe Club representative for kayaking in the middle/upper district	Richmond Canoe Club and kayaking in the upper district
Active 360 and/or London Kayak Company (Stand Up Paddle-boarding (SUP)/Commercial Kayaking) Representative	Shadwell Basin Activity Centre
River Thames Society	The Barge Association
Corinthians Trust for sailing activities on the Thames	National Community Boat Association
Co-opted Members	
<i>Dragon Boat Representation</i>	<i>PLA Designated Person</i>

Membership will be reviewed on a three-yearly basis, to ensure that the group remains appropriate and current.

4. Administration

The Harbour Master (Upper) department will provide the secretariat and administrative support for the Group. In addition Harbour Master (Upper) will normally chair the PHRNG(U). In his absence, the Deputy Harbour Master (Upper) will take the chair.

Assistant Harbour Master (Recreational), will act as Secretary for the Group; arranging venue, agendas and taking the meeting notes. The meeting notes will be distributed as soon as possible after the meeting, for agreement.

5. Records

Minute of all meetings, including any ad-hoc working groups and correspondence will be kept to provide a robust record of proceedings and the factors affecting decisions made. Previous agendas and minutes will be publically available on the PLA's websites.

6. Period of Review

These Terms of Reference will be included in the Marine SMS Manual and will be reviewed by HMU as circumstance require, but on at least a three-yearly basis.