

**NORTH DEVON COUNCIL**

Minutes of a meeting of the ILFRACOMBE HARBOUR BOARD held at the Ilfracombe Centre, Ilfracombe on Tuesday, 14<sup>th</sup> October 2014 at 2.00 p.m.

PRESENT: Members:

Councillor Fowler (Chairman).

Councillor Wilkinson.

Co-opted Members: Mr Down, Mr Hocking, Captain Joint and Mr Knill.

Officers:

Chief Executive, Harbour Master, Senior Capital Accountant (TR) and Corporate and Community Administrator (KD).

Also Present: Mr Jenkins substituting for Councillor Gear.

**26 ADJOURNMENT OF MEETING**

RESOLVED that owing to a quorum of two Members of the Council not being present the meeting be adjourned for 15 minutes in accordance with Standing Order 3(2).

**27 CONTINUATION OF MEETING**

After 12 minutes, the Chairman declared that there was now a quorum present therefore the meeting would commence.

**28 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Crabb.

**29 MINUTES**

RESOLVED that the minutes of the meeting held on 15<sup>th</sup> July 2014 (circulated previously) be approved as a correct record and signed by the Chairman.

**30 ITEMS BROUGHT FORWARD BY THE CHAIRMAN**

(a) Potential high tide forecast in 2015

The Chairman raised concern with the potential high tide forecast at the beginning of 2015 and whether there were appropriate protocols in place and whom was responsible in ensuring the delivery of the correct procedures. In response the Harbour Master advised that North Devon Council had

responsibility of the harbour boundaries and to protect the access into the Harbour, however property owners would be responsible for the protection of their properties. The Town Council supply sandbags to the public and the Environment Agency usually send out warnings to local residents and businesses if flooding was a possibility. The Harbour Master further advised that the tides being referred to were no higher than the High Spring tides throughout 2014 and that given reasonable weather there should be no significant problems. However, he had spoken to the Police and agreed to watch the weather patterns closer to the time to ensure that contingency plans to protect the public are in place.

### **31 DECLARATIONS OF INTEREST**

The following declarations of interest were announced:

Councillor Fowler	All items – Personal interest as a boat owner.
Mr Hocking	All items – Personal interest as a boat owner and member of the Gig Club.
Mr Knill	All items – Personal interest as a boat owner.

### **32 PROJECT PROGRESS REPORTS**

The Board considered a paper by the Senior Regeneration Officer (circulated previously) regarding progress on Harbour Projects.

The following updates were provided on projects in the Ilfracombe area:

- Watersports Centre – The Harbour Master advised that works on the trail holes had been successfully completed and feedback would be reported to Council in due course. The project was now awaiting funding and grants would potentially be sought from the new Leader Grant Fund next year. A planning application had been submitted which would go to the Planning Committee to receive consent due to the land being owned by North Devon Council. The water sports group had confirmed that the design adequately met their needs.
- Pier Facilities - The Harbour Master raised two concerns in relation to the planning element. He advised there was a resistance from the Harbour Board as the design element did not meet their original design requirements. English Heritage also raised concerns of the size and impact of the building on Lantern Hill. The Senior Regeneration Officer would shortly meet with the Board to discuss the design strategy and the design of the Pier Facility building with a view that the full programme board would meet before the end of the year.
- The Cove – Contract appointment for the de-vegetation, netting and pinning was currently being prepared with the question as to what size

buffer corridor was needed. If it were to be larger than five metres work could possibly be delayed until next autumn. Constraints on carrying out this work were discussed and included the requirement for Winter boat storage, car parking, nesting birds and bats. All would be taken into consideration, they could delay works, which make it difficult to comply with the MMO deadline for completion by the end of December 2015.

The Harbour Master advised that the freezer room had been deleted from the plan. Scott Walton the Harbour operator had offered to pay for the freezer room to be installed and placed back into the plan so that the stores have a useful facility. This would enable bait to be sold locally to Ilfracombe fishermen. The Harbour Master highlighted concern for the drainage requirements of the freezer room which would need to be resolved in due course.

He further advised that the MMO had recently removed the National Ray quota This would impact North Devon fisheries as the main landing ports for Ray throughout the country. 100 tonnes of remaining quota for the Bristol Channel had been taken away to help compensate for the over fishing in the rest of the country. The harbour could see a loss of some £3000-£4000 of fuel sales profit from the Ilfracombe boats due to the reduction in activity.

- Verity – The Harbour Master advised that there was a new project manager starting who would proceed with works on Phase 3 which was anticipated to start before the next summer season.
- Demonstration Zone – This new site would bring exciting prospects to the area, hopefully the Demonstration Zone would be serviced by local vessels. This project would be managed by Wave Hub Limited who would be promoting it internationally.
- Transport Plan – The draft Transport Plan was currently being revised to take into account views of the Ilfracombe Regeneration Board. The Plan would be going out to consultation shortly. The Harbour Master would circulate the plan once received for consultation.
- Old Quay Head - The Harbour Master advised that the project was expected to finish at the end of the month and was still operating under budget.
- FLAG II – In the opinion of the Harbour Master he advised that FLAG II starting mid 2015 was slightly optimistic. If Northern Devon were to be successful in bidding to become beneficiaries under FLAG II projects would be more likely to benefit from the funding at the start of 2016.
- Deep Water Moorings -The Harbour Master advised that the FLAG had given approval to 50% funding for deep water moorings for the outer harbour.-However, there will be a delay in laying these moorings as the

RNLI have established a mooring in the same place to allow training on the new Shannon Class lifeboat due next year. The RNLI Boathouse extension to accommodate the Shannon had started, and are due to finish February 2015.

Yacht Club - The yacht club were still unhappy with some of the details set out in the lease. Discussions are ongoing with the Estates and Legal team and it is hoped that all issues will be resolved soon.

Aquarium Extension - The Aquarium extension had been approved and works would start 3rd November 2014. The Anchor situated outside the aquarium would need to be re-housed, it was agreed to obtain ideas from the Town Council.

### **33 DESIGNATED PERSON AUDIT**

The Chief Executive provided the Board with an update following the quarterly designated person audit held on 16<sup>th</sup> September 2014 (circulated previously) in respect of the actions undertaken following the previous audit inspection, risk management and conclusions reached.

The Designated Person confirmed that the Marine Safety Management System was working effectively thus ensuring compliance with the Port Marine Safety Code.

### **34 PORT MARINE SAFETY CODE**

The Board received an update from the Harbour Master regarding the following:

- Trinity House had made an Audit observation to the Safety Management System document. In relation to the "Provision of Navigational Aids" it was recommended that the next revision to change the wording regarding Trinity House from "annually audited" to "periodically audited" to fit in with new Trinity House auditing procedures and their online reporting system.
- The Edge Protection Audit and Policy received positive responses which had been fed in and the Audit was now complete, the Harbour Master advised that this policy would need to be reviewed on an annual basis.

RECOMMENDED, that the Edge Protection Policy be approved.

### **35 HARBOUR COMMUNITY FORUM UPDATE**

Mr Jenkins Vice-Chairman of the Forum expressed concerns in relation to the monitoring of boats being covered by CCTV. In response, Harbour Master advised that the most of the Harbour was covered by CCTV. Three North

Devon CCTV cameras were installed for the protection of the car parks only. A meeting of the Internal Users group would meet to discuss the possibility of maintaining internal CCTV cameras, the outcome of the meeting would be reported back to the Forum and Board.

He also raised concerns relating to the mini roundabout and the access onto the Harbour and what the highways authority had in place to reduce congestion. The Harbour Master advised that lorries were now turning around at the Old Quay Head which could be a potential problem due to the installation of a new water pump contained in a fibre glass box with a fear of lorries hitting the box. Clear signage and possible alterations to the pavements to direct cars away from the harbour could be a possible solution. Ilfracombe Town Council had appointed a group to look at this issue.

### **36 BUSINESS PLAN UPDATE**

The Harbour Master presented the Ilfracombe Harbour Board Business Plan to the board and recommended that it be noted and recommended to the Executive for adoption. He advised that objectives 6 and 9 were new to the plan.

The Board considered paragraph 4.2 of the Business Plan. The Senior Capital Accountant outlined the Income/Expenditure of the service outlining the 2013/14 actuals and 2014/15 Budgets and answered questions in relation to the same. It was agreed that Cheyne Beach Car Park should be included in all future budget calculations.

RECOMMENDED, that the Ilfracombe Harbour Board Business Plan 2015/18 be noted and recommended to the Executive for Adoption.

### **37 GIG CLUB REQUIREMENTS**

The Group considered an email from the President of the Ilfracombe Pilot Gig Club requesting discussion being held on the future and possible development options of the Gig Club.

The Harbour Master advised that the Pilot Gig Club had become very successful and that because there was a lack of space at the Harbour there were concerns regarding where the Gigs could be kept. He further advised that the Watersports Centre, when built, would provide accommodation but it was unknown when this was likely to take place.

Mr Hocking recognised that having the Gig Club within the Watersports Centre was the best solution, however he expressed concerns in the interim and currently there was not easy access to the gigs. He further advised that he would be writing to the Town Council to look at other possibilities for a base for the Club to ensure all possible opportunities were explored.

Mr Hocking thanked the Board for the support so far.

**38** **QUARTER 2 PERFORMANCE FIGURES**

The Harbour Master outlined the performance figures for quarter two of 2014/15 as follows:

- Visiting Boats – The number of visiting boats had dropped significantly in quarter two at 442 out of the target of 820. The cause of is thought to be the poor weather patterns through August and September.
- Navigation lights – A new monitoring system was now in place following the recent Audit undertaken by Trinity House showing 100% availability within the harbour, the new system would continue on a three year rolling programme.
- Fuel Availability - 100% availability target had been achieved. Replacement of the fuel accounting system was needed, the new update would utilise an I-Cloud system. which would not incur a great cost and would be contained within budget for this financial year.
- Reallocation of vacated Harbour Berths – Failed to hit target, had proven difficult and had taken a number of years to arrange the boats to enable them to float in the same direction preventing damage to other boats. There were two moorings vacant within the Harbour but currently there were no boats on the Waiting List considered suitable.

**36** **HARBOUR WIFI**

The Harbour Master advised that further requests for the provision of WIFI had been received and that he could appreciate the need. The cost to accommodate WIFI, the BT line rental and broadband could be included in the Mooring Charges with a possible 2-3% increase. The Harbour Master advised that the Board could put a bid into North Devon Council Community Buildings Broadband Fund for the installation of the WIFI/Broadband. It was still undecided whether to provide WIFI to all boats within the harbour or just visiting boats. The Harbour Master advised that WIFI would be password protected the management of which he would have access to and could change at any appropriate time. Further discussions would be undertaken and brought back to the next meeting of the Board.

Chairman

The meeting ended at 3.45 p.m.

NOTE: These minutes will be confirmed as a correct record at the next meeting of the Board.