

NORTH DEVON COUNCIL

Minutes of a meeting of the ILFRACOMBE HARBOUR BOARD held at the Civic Centre, Barnstaple on Tuesday, 13th January 2015 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, Acting Head of Financial Services (JT), Senior Regeneration Officer (SN) and Corporate and Community Administrator (KD).

Also Present: Councillor Gear.

40 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Crabb and P. Yabsley.

41 MINUTES

RESOLVED that the minutes of the meeting held on 14th October 2014 (circulated previously) be approved as a correct record and signed by the Chairman.

42 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.

43 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 Senior Regeneration Officer advised that English Heritage had raised concerns relating to the retaining wall and slipway. She further advised that she had met with planners to try to find a way forward. The wall design could not change following a wave study as it was required by the Environment Agency. It will be faced with natural stone as far as possible taken from the existing wall. The size of the slipway cannot be reduced for operational reasons. It was hoped that the report would go forward for a decision and these matters could be considered at the Planning Committee on 4th February 2015.
- Pier Facilities – A new application was to be submitted. Points were raised by the Ilfracombe Regeneration Board to ensure that the grey box lift shaft was designed more sensitively within the new proposals and that a window should be included on the west wall. The architects were currently drawing up new proposals. Once completed the Senior Regeneration Officer would circulate to the Board for approval and they would then be presented to English Heritage.
- The Cove – This project was currently out to tender for the cliff stabilisation works with a deadline of 23rd January 2015. The Senior Regeneration Officer advised that if suitable bids were received then works could commence on 5th February 2015. She further advised that one interested contractor had advised that they would be able to work within the 5m buffer zone at the base of the cliff. It appears that this is feasible.

An engineer, Construction Design Management and geo-technical advisors had been appointed.

Architects were currently working on the detailed design for the Fish Stores building which would go out to Tender once completed.

Work will be completed to complete the drainage strategy to ensure that a suitable solution was in place for the freezer room. There was a possibility that there would not be enough funding to secure the freezer room. The Harbour Master advised that Scott Wharton, a harbour operator, had offered to pay for the freezer room to be installed so that the stores have greater utility. It was also possible that any FLAG underspend could be used to assist.

- Verity – The Senior Regeneration Officer advised that the previous project manager had been replaced and this phase of the project was still awaiting a start date.
- Demonstration Zone – This project was still being marketed by Wave Hub Limited. A meeting with partners was scheduled to take place on 5th February 2015 to discuss interest from tidal device developers.

- Transport Plan – The draft Transport Plan was currently being revised to take into account views of the Ilfracombe Regeneration Board. The Plan would be circulated once agreement was given by Ilfracombe Town Council.
- Old Quay Head - This project was nearly complete and was back in use. The Harbour Master advised that he had received positive comments from local fishermen. The contractor was now off site and would return for a final phase of tying in works.
- FLAG II – If North Devon were successful this project would likely start mid 2015. The funding available through FLAG II would be £400,000. The administration would likely fall under Leader 5. The Senior Regeneration Officer advised that she would circulate Leader 5 list of priorities to the Board.
- Deep Water Moorings – The Senior Regeneration Officer advised that there was a request for an extension to the deadline until July to allow for the RNLI boat to be relocated. Bear Gear advised that the RNLI were two weeks behind schedule however it was thought that this would not have an impact on achieving the deadline for the end of March.

The Harbour Master advised that NDC had received an email from Bristol Channel Charters Ltd asking for use of the harbour waiting room for their current operations and the future channel ferry project. He further advised that officers would need to examine the options as any interest in the area was unlikely to be limited to a single operator. A draft report had been produced to show the demand for the ferry project in Ilfracombe which would provide indirect jobs but not direct which would be based, with the ferry, in Swansea. It was agreed to circulate the report to the Board when complete.

44 DESIGNATED PERSON AUDIT

The Chief Executive provided the Board with an update following the quarterly designated person audit held on 16th December 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.

45 PORT MARINE SAFETY CODE

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

- New railings had been ordered for Old Quay Head and would be installed in February.
- Two scallop trawlers had recently visited the Harbour raising safety concerns. Neither Skipper seemed fully aware of the correct way to safely secure their vessels alongside. Both had been briefed and advised of the correct procedures.
- The Port Marine Safety Code Steering Group would be working towards producing an update to the Guide to Good Practice which was due for renewal in 2016.
- The MCA would continue to carry out health checks on Harbours during 2015. The Harbour Master advised that in 2014 there were 8 health checks carried out resulting in two issues. One being that the most appropriate person for the post of Duty Holder was not always being appointed and the other was the poor management and execution of risk assessments. He further advised that he believed that the running of Ilfracombe Harbour was in accordance with current legislation so there should not be any concerns raised following a health check.
- The Navigation Act was due for review in 2016. There was some confusion regarding the definition of a 'vessel' within the act as it was different to that defined within the collision regulations. The British Port Association would continue to lobby the Department for Transport to ensure that the legal definition of vessels included jet skis. This would enable Harbour Authorities to effectively police the areas within their control, such as speed limits etc. The Harbour Master advised that he is going to fit a temporary gate post at the Harbour Slipway which would require all those wishing to launch to first seek authorisation from the Harbour Office. This would provide an opportunity for Harbour Staff to formally brief those launching of all safety considerations.

46 HARBOUR MASTER ROUND UP

The Harbour Master provided a verbal update to the Group of the upcoming events and projects.

- Cruise

The MV Prinsendam would be visiting Ilfracombe on 26th July 2015. Local Groups and businesses would be encouraged to get involved with the event. Events 4 Ilfracombe Group had agreed to organise a festival just in case of bad weather to ensure that the event could still carry on regardless. The Harbour Master had still to hear from the agent regarding more thorough visit details. A Port Facility Security Plan was currently being drawn up for submission to the Department for Transport Maritime Security Team. This would be submitted in March and in place before the event.

- Local Boat Security

There had recently been cause for concern with potential theft occurring now that the boats were out of the water. The police had been made aware. A secure radio network was now in place and the Harbour Master was in the process of purchasing additional CCTV to ensure that all of the Harbour was covered.

- Fishing for Litter

This scheme was now up and running due to securing a Bid from FLAG funding and North Devon +. This scheme encourages boats to pick up and land any rubbish found at sea. Waste bags would be provided and a bin next to the fuel berth is provided for the waste. This scheme is funded for the next two years.

47 HARBOUR COMMUNITY FORUM UPDATE

Councillor Gear advised that most of the points raised from the Harbour Community Forum had already been considered by the Board. He did advise that the Harbour was missing two rubbish bins and that a third was in a dangerous condition with sharp rusted edges. It was agreed that the Harbour Master would speak to the Head of Waste and Recycling to see if the bins could be replaced.

48 QUARTER 3 PERFORMANCE FIGURES

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

- Visiting Boats – The performance target was set at 30 however the actual figure achieved was 45. The figure was up due to visits from an Environment Agency survey vessel and Scallop Trawlers from the South Coast.
- Navigation lights – Performance target was 100%, this was achieved.
- Fuel Availability - 100% availability target had been achieved. A new fuel monitoring system had been fitted in December enhancing fuel security and staying abreast of technological advances in the sector. Works were carried out when the tide was out to avoid system down time.
- Reallocation of vacated Harbour Berths – Target had not been met. There was one available berth however there was not a suitable vessel to accommodate the vacancy.

49 **ILFRACOMBE HARBOUR BOARD 2012-2026
DEVELOPMENT STRATEGY ADDENDUM**

The Harbour Master presented the Ilfracombe Harbour Board 2012 —2026 Development Strategy Addendum to the Board and recommended that it be approved.

The Harbour Master thanked Captain Joint for his work in producing the addendum.

RECOMMENDED, that the Ilfracombe Harbour Board 2012 – 2026 Development Strategy Addendum be approved.

50 **HARBOUR WIFI**

The Harbour Master advised that following on from the outcomes from the previous Board meetings, he had contacted three businesses and had received quote from two, SDS and Devon Telecom. Devon Telecom offered better value. An increase of 2% for visiting boats, to be discussed at a later agenda item, would cover the ongoing cost. The Board were in agreement to use Devon Telecom.

51 **ILFRACOMBE HARBOUR CHARGES REVIEW**

The Harbour Master presented the Ilfracombe Harbour Charges Review to the Board.

The Harbour Master advised that charges for the mooring licence holders would be increased by 1.3% which was inline with the CPI inflation index as at October 2014 and that all other charges would be increased by 2%.

RECOMMENDED, that the two levels of increase in the Harbour Charges for 2015-2016 be approved.

Councillor Fowler, Mr Hocking and Knill all declared an interest and abstained from voting.

52 **FUTURE MEETING OF THE BOARD**

It was agreed for the Harbour Master to liaise with the Corporate and Community Administrator on future dates of the Board.

Chairman

The meeting ended at 3.50 p.m.

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