

NORTH DEVON COUNCIL

Minutes of a meeting of the ILFRACOMBE HARBOUR BOARD held at the Ilfracombe Centre, Ilfracombe on Tuesday 13th November 2018 at 2.00 p.m.

PRESENT: Members:

Councillor Fowler (Chairman)

Councillors Campbell, Crabb and Meadlarkin.

Co-opted Members:

Mr Cleary, Captain Joint and Mr Knill.

Officers:

Chief Executive, Harbour Master and Senior Corporate and Community Services Officer (BT).

Also Present:

Mr Raybone

25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Kift.

26 MINUTES

RESOLVED that the minutes of the meeting held on 14th August 2018 (circulated previously) be approved as a correct record and signed by the Chairman.

27 ITEM BROUGHT FORWARD BY THE CHAIRMAN

(a) Ilfracombe Harbour Board Workshop

The Chairman advised that a workshop would be held in December 2018/January 2019 to review the consultants' reports that had been received previously regarding the future of the Harbour and plans for a breakwater in preparation for future discussions with the Environment Agency. Possible dates would be circulated shortly.

28 DECLARATIONS OF INTEREST

The following declarations of interest were announced:

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|---------------------|-------------------------------------------------------------------------------------------------------------|
| Councillor Campbell | All items – personal interest as undertook occasional work for Landmark Trust (Lundy Island) |
| Councillor Fowler | All items – personal interest as a boat owner. |
| Mr Knill | All items – personal interest as a boat owner, members of the Ilfracombe Yacht Club and secretary of YSail. |

29 ILFRACOMBE HARBOUR CHARGES REVIEW

The Board considered a report by the Harbour Master (circulated previously) regarding a review of the charges for the Ilfracombe Harbour.

The Harbour Master advised that she had consulted with other South West ports and the charges even with an increase were significantly lower than other harbours. The facility for the storage of kayaks and dinghies would be made more secure for insurance purposes. There was currently a waiting list for storage of kayaks. Insurance documents would be checked prior to issuing permits for kayaks.

RECOMMENDED that most charges for the Ilfracombe Harbour be increased by 2.7% for 2019-20 and that after an extensive investigation of South West storage fees that the dinghy/kayak charges be increased to better reflect the value of the amenity subject to public consultation.

**30 ILFRACOMBE HARBOUR BUSINESS AND MARINE SAFETY PLAN
2019/22**

The Board considered the Ilfracombe Harbour Business and Marine Safety Plan 2019/22 incorporating Annual report 2018 (circulated previously).

The Board discussed the proposed amendments, noted that the Action points relating to the Objective numbers and those actions proposed to be removed.

The Harbour Master advised that she would provide a presentation regarding the replacement of the pier kiosks project at the workshop. Council on 21st November 2018 would consider the recommendation of the Executive regarding the request for capital funding. Consultation had been undertaken with the operators and expressions of interest had been received from all operators. Advertising on the harbour would be reviewed to provide clear guidelines on allowable advertising for the Harbour and provide a new revenue stream.

The Chief Executive outlined the income/expenditure spreadsheet for 2017/18 and budget for 2018/19 to the Board.

The Harbour Master advised that performance indicators L293 and L296 would be reviewed to ensure that the target was realistic. She advised that the Risk Assessment was up to date, the SWOT analysis had been unchanged and summarised the incidents and near misses that had occurred.

RESOLVED that the revised Ilfracombe Harbour Business and Safety Plan 2019/22 incorporating the Annual report 2018 be adopted.

31 DESIGNATED PERSON AUDIT REPORT

The Chief Executive provided the Board with an update following the quarterly designated person audit undertaken on 25th October 2018 (circulated previously) in respect of the actions undertaken following the previous audit inspection, risk management and conclusions reached.

In response to a question, the Harbour Master confirmed that the fuel tanks were fully bunded, approved and insured.

32 PORT MARINE SAFETY CODE

The Harbour Master provided an update to the Board on the Port Marine Safety Code which included the following:

- Jet skis came under the remit of the Port Marine Safety Code. The Harbour Master had recently attended a British Ports Association seminar regarding responsibility of duty holders and the Port Marine Safety Order. She would circulate a copy of the presentation by the British Ports Association to the Board.
- Alcohol limits – the enforcement of alcohol consumption for non-professional mariners came under the jurisdiction of the Police. The Harbour Master had the authority to detain persons considered to be under the influence of alcohol in the harbour however prior approval from the Police was required.
- Organisation structure for the Code needed to be reviewed to clarify roles.

The Chief Executive confirmed that the responsibility of health and safety for the harbour rests with the Council.

33 HARBOUR MASTER UPDATE

The Harbour Master provided an update to the Board as follows:

- CCTV cameras – there had been a number of incidents which had occurred in the harbour area such as vandalism and break-ins. There were issues with the quality of the recording of the current CCTV system. There were also issues nationally whereby criminals were focussing their activities in harbour areas. There was a need to procure a new system. The Fishing Amateur European Maritime Fund had a new funding stream for harbour infrastructure which included security lighting, CCTV, ladders for safe access, landing davits and fendering systems. The Fishermen's Association has agreed in principle

to apply for funding, however there would be a need to appoint a consultant to prepare the bid. The Harbour Master would find out costs for employing a consultant and report back to the findings to a future meeting of the Board.

- The Harbour Master had made contact with someone who was able to produce a laser scan of the fending of the south pier. A scan could be undertaken for the pier, harbour and structure walls. This would assist in planning for future works.

34 HARBOUR FORUM UPDATE

The Board considered the notes of the Ilfracombe Harbour Community Forum held on 16th October 2018 (circulated previously and tabled).

The Harbour Master advised that the ownership of the steps by S & P fish shop was unknown, however the Council could put a handrail in place. She suggested that the constitution of the Forum could be reviewed to re-educate people of the purpose of the Forum and encourage other representatives to attend.

Chairman

The meeting ended at 3.30 p.m.

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