

**NORTH DEVON COUNCIL**

Minutes of a meeting of Harbour Board held at Virtual - Online meeting on Tuesday, 17th November, 2020 at 2.00 pm

PRESENT: Members:

Councillor Fowler (Chair)

Councillors Wilkinson

Co-optees:

Martin Cleary, Bert Gear and Tim Gibbs

Officers:

Ilfracombe Harbour Master and Head of Resources/Designated Person

Also Present:

Chair of the Ilfracombe Harbour Community Forum

**65. VIRTUAL MEETINGS PROCEDURE - BRIEFING AND ETIQUETTE**

The Corporate and Community Services Officer confirmed who was in attendance and outlined the virtual meeting procedure and etiquette to the Committee and Attendees.

**66. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Campbell.

**67. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 11TH AUGUST 2020**

There were not enough members present at this meeting to vote for the minutes of the meeting held in August 2020.

RESOLVED to consider the minutes of the meeting held on 11<sup>th</sup> August 2020 at the next meeting of the Harbour Board.

**68. DECLARATIONS OF INTEREST**

The following declarations of interest were announced:

Councillor Fowler

All items – personal interest as was a trustee of Ilfracombe Yacht Club and a boat owner

Mr B Gear

All items – personal interest as was  
a member of Ilfracombe Yacht Club

**69. DESIGNATED PERSON PORT MARINE SAFETY CODE AUDIT  
REPORT - ILFRACOMBE AND LYNMOUTH HARBOURS**

The Board noted the Designated Person Port Marine Safety Code Audit report – Ilfracombe and Lynmouth Harbours (circulated previously).

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

The Designated person gave the board the following updates:

Ilfracombe Harbour

- The aid to navigation lights had passed the Trinity House audit which meant that the solar powered lighting project was not so urgent
- The new location of the gig club storage unit, meant a survey of works was not required as it was no longer planned to go below the cliff face
- The top rail on the safety barrier for the Waste Shark hoist had been lowered
- The rusty gates on the steps to the second landing had been removed
- Self- closing devices had been fitted on the end gates, harbour-side, at the steps to the loading and unloading area

Internal Risk Management – Ilfracombe

- the findings of the three areas audited were:
  - (i) Incident Reporting and Investigation – which found no non-conformity or non-compliance
  - (ii) Competency and Training – no non-conformity or non-compliance
  - (iii) Drink and Drugs – One non-conformity found which was no reference to drink or drugs procedures in the Marine Safety Management System. In the event of the Harbour Master suspecting a mariner to be under the influence of a substance there were no references to the procedures to be followed, the version being audited against was v2.2, (v3 would include reference to procedures when published after adoption at the next Board meeting)
- the boats out had completed successfully over 7<sup>th</sup> and 8<sup>th</sup> November 2020
- works still outstanding, but ongoing, were the fender works at the first landing, the electrical conduits and the removal of the top chains along Quay wall
- Examination and testing quotes were being sought for the mooring equipment and bollards on the Quay. This was quite complex as there were four different types and no confirmation from the Maritime and Coastguard Agency on testing criteria
- The Environment Agency had completed repointing works on the Harbour wall by the Royal Britannia Public House

Lynmouth

- The Environment Agency had completed their remedial works to the stone work to the flood area
- The hole left by the removal of the mooring ring needed filling or replacing
- White lines had been repainted along the edges of the slipway but were already degrading. A more permanent solution had to be found
- The rusted barrier below the Rhenish tower had been made good

Internal Risk Management – Lynmouth

- The findings of the three areas audited were:
  - (i) Incident Reporting and Investigation – no non-compliance or non-conformity
  - (ii) Competency and Training – one possible non-conformity as no specific training had been undertaken by anyone except the Mayor of Lynton and Lynmouth. Whether this needed to be addressed depended on the outcome of the legal review of the status of Lynmouth Harbour that was underway
  - (iii) Drink and Drugs – possible non-conformity as there was no policy. Will await the outcome of the legal status review as to whether one was needed
- An outstanding replacement hand rail was needed where a hand rail had been removed by the steps (opposite the Rising Sun Public House) off the slipway down to the Harbour
- Ownership of the railings on the bridge still had not been established

In response to a question about the railings posing a health and safety risk. The Designated person confirmed that part of the middle section of the railings were showing signs of rusting but that there was no health and safety risk posed at this time.

**70. ILFRACOMBE HARBOUR - CHARGES REVIEW 2021 - 2022**

The Board considered the Ilfracombe Harbour Charges Review 2021 – 2022 report (circulated previously) by the Harbour Master.

The Harbour Master highlighted that the increase of 2% was on all charges.

RESOLVED that the Ilfracombe Harbour Charges review 2021-2022 be adopted.

**71. ILFRACOMBE HARBOUR - ENFORCEMENT AND PROSECUTION POLICY**

The Board considered the Ilfracombe Harbour – Enforcement and Prosecution Policy report (circulated previously) by the Harbour Master.

RESOLVED that the Ilfracombe Harbour – Enforcement and Prosecution Policy report be adopted.

**72. ILFRACOMBE HARBOUR - MARINE SAFETY MANAGEMENT SYSTEM**

The Board considered the Ilfracombe Harbour – Marine Safety Management System report (circulated previously) by the Harbour Master.

RESOLVED that the Ilfracombe Harbour – Marine Safety Management System review be adopted.

**73. ILFRACOMBE HARBOUR - (DANGEROUS GOODS) STANDARD OPERATING PROCEDURES**

The Board considered the Ilfracombe Harbour (Dangerous Goods) Standard Operating Procedures (circulated previously) by the Harbour Master.

RESOLVED that the Ilfracombe Harbour (Dangerous Goods) Standard Operating Procedures be adopted.

**74. ILFRACOMBE HARBOUR - TRAINING POLICY**

The Board considered the Ilfracombe Harbour Training Policy report (circulated previously) by the Harbour Master.

The Harbour Master gave the following update:

- The Harbour Master had attended a three day specialised training course for Harbour Masters, held in Southampton, which was attended by Harbour Masters from across the country. It was a very good opportunity to network as well as being a very informative course. It was hoped that the deputy Harbour Master would be able to attend the same course in the future.

RESOLVED that the Ilfracombe Harbour Training Policy be adopted.

**75. RECRUITMENT PROCESS TO APPOINT INDEPENDENT MEMBER TO HARBOUR BOARD**

The Board members considered a report in relation to the Recruitment process to appoint an Independent Member to the Harbour Board (circulated previously).

RESOLVED that the recruitment of an independent member of the Harbour Board be carried out.

**76. AIDS TO NAVIGATION UPDATE**

The Harbour Master update the Board members in relation to aids to navigation as follows:

- As Ilfracombe harbour was now classed as a Statutory Harbour Authority (SHA) the two yearly records audit would now not be needed instead this would be five yearly

**77. HARBOUR SECURITY UPDATE**

The Harbour Master gave Board members an update on Harbour Security as follows:

- The funding bid to the European Maritime and Fisheries Fund (EMFF) had been accepted and if successful would contribute to the cost of the CCTV upgrade
- A second Port Security committee meeting was due to take place, at which no incidents were to be reported

In response to a question on when the harbour would hear about the EMFF application the Harbour Master advised the closing date for applications was 29<sup>th</sup> November 2020 and it was expected to hear very quickly after closing date.

#### **78. INFRASTRUCTURE UPDATE**

The Harbour Master gave Board members an update in relation to Infrastructure as follows:

- A substantial bulge in the wall at stone bench was being monitored. A further bulge near the fuel berth that was not impinging on the fuel berth was also being monitored

#### **79. ILFRACOMBE HARBOUR COMMUNITY FORUM**

The Board considered the Ilfracombe Harbour Community Forum report (circulated previously) by the Chair of the Forum.

The Chair of the Community Forum for Ilfracombe gave the Board the following update:

- No formal meetings had taken place but regular emails were sent to members of the Forum

##### Quay Road Congestion

- Issues with the increased numbers of visitors and obstructions along Quay Road to the carpark had caused problems for pedestrians and businesses. The increase in footfall was a positive for the local economy, however, the gridlock caused by traffic traversing along Quay Road was off putting for families visiting. It was hoped solutions could be found and put in place ahead of the next busy season but it was disappointing that there was no action to be seen to have happened as yet

The Head of Resources confirmed that this was a Highways issue under the remit of Devon County Council. The Local Authority had no jurisdiction over street parking, and that the carpark access could not be closed off as the loss of revenue would be detrimental to the authority.

The Harbour Master advised that an onsite meeting had taken place with Devon County Council but that local Businesses needed to agree on a course of action as a way of moving forward.

##### Recycling provision

- In anticipation of increased visitor numbers the recycling capacity needed to be increased. The overflow of waste from the current receptacles gave a negative perception to visitors

The Harbour Master confirmed finding a solution was costly as the waste needed to be separated out for the waste and recycling teams to be able to remove the waste. Sponsorship of recycling bins may be the best route to take. Due to the limited spacing along Quay Road the bins had to be a specialised size. The Harbour Master wanted to take this opportunity to thank the dedicated waste and recycling teams who had done an outstanding job over the summer months especially with the increased amounts of waste to be collected.

The Head of Resources advised that the rounds were due to be remodelled, taking into account the increased loads during peak times. The Teams had worked very closely with the local communities.

#### Pier Gates Development Proposal

- The Forum hoped the development was still going ahead as would be perceived as forward thinking and would provide pedestrian friendly access to the pier

The Harbour Master advised the Board that it was hoped the project would be completed by March 2021. As soon as the relocation site had funding works could begin on the Pier.

#### Water Sports Centre

- The Community Forum were seeking an update on the latest position of the Water Sports Centre

The Head of Resources advised that the list of funding conditions that had to be met, as set out by the Local Enterprise Partnership, were nearing completion and that as soon as funding was confirmed, and in place, tenders would be invited.

#### Pier Toilets

- The use of the pier toilets was part of the visitor experience and with increased usage this facility was struggling to cope. The restriction of use of one cubicle in the men's toilet (due to Covid-19 safeguarding the shared urinals were closed) had caused huge queues. Ideas were being shared with the Waste and Recycling manager on how best to provide a good visitor experience and peace of mind that the facilities were being cleaned regularly

The Head of Resources reassured the Board members that a review of public facilities was due to be carried out and the Waste and Recycling Service Manager would be looking to increase efficiencies.

**80. FUTURE PROJECTS**

The Board members received the following update from the Harbour Master in relation to future projects:

- Works would be kept to a minimum with just maintenance jobs undertaken as and when required
- Two self-closing gates would be installed one at the second landing and the other at stone bench
- The British Ports Association membership was due for renewal the cost of which was £900. The Harbour Master proposed not renewing this membership but instead arranging duty holder training at a time convenient to members
- Five new oil spill responders were to have their training the cost of which the Harbour Master was requesting to use the Harbour budget to cover
- Board members would be invited to attend the training session which was due to take place at Castle Quay, Barnstaple. The Harbour Master would send out email invites with further details

RESOLVED:

- That Harbour Master not renew the British Ports Association membership
- That the Harbour budget be used to cover the cost of training the emergency responders

**81. CONSIDER DATES OF FUTURE MEETINGS OF THE HARBOUR BOARD 2021/2022**

The following future dates of the Harbour Board were noted:

- Tuesday 4<sup>th</sup> May 2021 at 2 pm
- Tuesday 10<sup>th</sup> August 2021 at 2 pm
- Tuesday 16<sup>th</sup> November 2021 at 2 pm
- Tuesday 1<sup>st</sup> February 2022 at 2 pm

Chair

The meeting ended at 3.40 pm

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