

NORTH DEVON COUNCIL

Minutes of a meeting of Harbour Board held at the Ilfracombe Centre - Ilfracombe on Tuesday, 9th August, 2022 at 2.00 pm

PRESENT: Members:

Councillor Fowler (Chair)

Councillors Campbell and Wilkinson

Co-opted Members:

Bert Gear, Tim Gibbs and Nigel Thomas

Officers:

Ilfracombe Harbour Master and Designated Person/Director of Resources and Lynton and Lynmouth Town Council Clerk

14. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Turton and Mr Cleary.

15. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 3RD MAY 2022

RESOLVED that the minutes of the meeting held on 3rd May 2022 (circulated previously) be approved as a correct record and be signed by the Chair.

16. DECLARATIONS OF INTEREST

The following declarations of interest were announced:

Councillor Fowler – Personal interest in all items as was a boat owner and a trustee of the Ilfracombe Yacht club.

Councillor Campbell – Personal interest in all item as has worked for the Landmark trust and worked on Lundy Island.

17. QUARTERLY DESIGNATED PERSON PORT MARINE SAFETY CODE AUDIT REPORT - ILFRACOMBE AND LYNMOUTH HARBOURS

The Board considered the Quarterly Designated Person Port Marine Safety Code Audit report (circulated previously), by the Health and Safety Manager.

The Designated Person gave the Board the following update:

- The quarterly audits were carried out at both Ilfracombe and Lynmouth harbours on 14th July 2022 in the presence of the Senior Engineer (North Devon Council), Town Clerk and Finance Officers (from Lynton and Lynmouth Town Council), the Harbour Master, the Health and Safety Officer (North Devon Council) and the Director of Resources/Designated Person (North Devon Council).

Ilfracombe – Actions Completed

- The new composite hand rails had been quoted for and were in the process of being procured and the Harbour Master was currently arranging for when these were to be fitted at Old Quay Head.
- Costings had been obtained for the installation of the new electrical conduit on the Cove.
- An Ecology survey had been undertaken in respect of fencing along Marine Drive, below the cliff face, to prevent public access close to the Cliff face.
- Approval had been received from consultees on the revised Oil Spill Contingency plan and was now with the Maritime and Coastguard Agency (MCA) for their approval.
- Stone Bench had catchment netting fitted to pin back the bulging stonework and further work would be carried out after the summer season ended. There was evidence that the stonework had moved further out since the catchment netting had been fitted.

Lynmouth – Actions Completed

- Quotes for new composite handrails had been received and would be fitted in conjunction with the Ilfracombe handrail works.
- A survey of all mooring ropes and ladders had been carried out.
- New mooring rings (14) could now be installed.
- All boat owners had completed checks of their mooring chains and upgraded them where required.

Lynmouth – Risk Management

- During an internal audit, some recommendations were made in respect of the Marine Safety Management System.
- A contractor had now visited the site in preparation for the new handrails being installed.
- The ownership of May bridge still had not been determined but Devon County Council had sent Contractors to visit the bridge and agreed to repair the railings. The Contractors had reduced the pedestrian width of the bridge to make good the immediate risks.

The Board noted the findings of the Quarterly Designated Person Port Marine Safety Code audit report.

18. ILFRACOMBE AND LYNMOUTH HARBOUR'S BUDGET TRADING ACCOUNTS FOR Q4 2021 TO 2022

The Board considered the Ilfracombe and Lynmouth Harbour's Budget Trading Accounts for Q4 of 2021 to 2022 report (circulated previously), by the Accountant.

The Director of Resources and Deputy Chief Executive gave the Board the following updates:

- The cost of the CCTV upgrade works had an effect on the increase in expenditure in 2021 to 2022 and also the income from the external grant received.
- Works carried out in the Harbour along with the reduced fees in 2021 to 2022, as a result of the impact of Covid, were also factors in increase to net expenditure.
- Visiting ships income was up on the previous year figures.
- The fuel recharge had a slight net surplus which contributed to overall harbour costs.
- There were no financial concerns overall.
- In Lynmouth additional expenditure had been incurred due to emergency works carried out
- Significant investment had taken place at Ilfracombe harbour with further works on replacing and upgrading fenders, acquisition of booms, to have on site in the event of an oil pollution, and the upgrade to the CCTV system.

The Board noted the accounts for Q4 of 2021 to 2022.

18a Ilfracombe and Lynmouth Harbours Trading Accounts Q1 of 2022 to 2023

This item was considered following item 26..

19. MARINE SAFETY PLAN - HARBOUR POLICY AND PLANS NEW AND REVIEWED

The Board considered the Harbour Policy/Plans New and Reviewed report (circulated previously), by the Harbour Master.

The Harbour Master gave the Board the following updates:

- The addition of a security section in the Marine Emergency Plan within the harbour in respect of the International Ships and Port Security (ISPS) status was on hold and would be discussed at the next Port Security committee meeting, due to be held in December 2022.
- The Environment Management plan had not been changed as a result of the review. This plan had not had to be deployed either.
- The new Winter Storage Plan set out activities that were expected of Harbour users over the winter months. The Harbour was not a dock yard and therefore it was unreasonable for boat owners to expect the harbour to facilitate major winter works and the need to tent their vessels.

The Board members discussed the new Winter Storage Policy and considered adding an amendment to point 3.2 of the policy stating that whilst unattended boats must not be plugged into the electricity supply.

RESOLVED that;

- a) the review of the Marine Emergency Plan and Environmental Management plans be approved,
- b) the new Winter Storage Policy (Appendix C) be adopted,
- c) Point 3.2 of the new Winter Storage Policy, found in the agenda, be highlighted to all users of the Harbour; and
- d) Point 3.2 of the Winter Storage Policy be reviewed at a future Board meeting after the winter of 2022.

20. HARBOUR BOARD ANNUAL REPORT 2021 TO 2022

The Board considered the Harbour Board Annual report (circulated previously), by the Harbour Master.

The Harbour Master gave the following highlights from the report:

- The Oil Spill Plan was with the Maritime and Coastguard Authority (MCA) awaiting their approval.
- The plan would be digital i.e. there would be no need for a printer to print off PDF's links in the plan would take a user to a digital form to be completed on any mobile device.
- One of the Category 2 responders, required under the oil spill plan, was leaving the employment of the Council. The Insurance company were happy for members outside of the Local Authority to step into this role as long as a waiver was signed confirming there would be no remuneration for the position.
- The Port Waste Management Plan had been received by the MCA and was awaiting approval.
- Trinity House had confirmed any Harbour with Navigation lights should be signed up to their online database:- Providers Aids to Navigation Availability Reporting Database (PANAR).
- A new Harbour Revision Order (HRO) was to be submitted. This sought to reorganise the current set up of the Harbour.
- Once the new HRO was approved, the rescinded byelaws would be replaced with General Directions.
- Diving activities had increased over the last year with most users adhering to the Diving policy.
- Tombstoning, the activity of jumping off a high vantage point into the sea, could not be stopped but needed to be managed. The newly appointed Police Community Support Officer (PCSO) was educating young people about the dangers of this activity.
- This positive intervention made by the PCSO had seen young people were making a considered choice about where to jump into the harbour and would move on if requested to do so.
- The Property Manager had given an update on progress of the Water Sports Centre to the Town Council. It was anticipated that the café and clubs to be in the building by the end of the year, 2022.

The Board noted the Annual Harbour update report.

21. AIDS TO NAVIGATION

The Board received an update on Aids to Navigation from the Harbour Master.

The project to switch to solar panels on the navigation lights was progressing.

22. INFRASTRUCTURE UPDATE

There was no update given on Infrastructure.

23. ENVIRONMENTAL CONSIDERATION

The Board received an update on Environmental Consideration from the Harbour Master.

The Board heard the following updates:

- There were Companies who specialised in carrying out surveys looking for invasive species.
- Most of the visitors to the Harbour were from within our waters.

24. FUTURE PROJECTS

The Board received an update on Future Projects from the Harbour Master.

The Board received the following updates:

- Three applications had been made to the Marine Management Organisation's Fisheries Fund under the Fisheries and Seafood Scheme element:
 - (a) An application for an electric 500kg Crane for all to use and in addition five bespoke swing davits erected on stand-alone metal posts, to replace those already in use and alleviate any further damage to the wooden pile fenders they were currently attached to.
 - (b) An application for new composite harbour ladders with protective fendering and the installation of additional fishermen's storage compounds along the section of Marine drive that was to have the catchment erected. This would potentially bring in revenue to offset some of the revenue lost when the car parking spaces were lost due to the catchment netting.
 - (c) An application for further Polymarine fendering. A commercial trawler had purchased a third boat, which gave rise to the need for more fenders.
- Additional seating would be of benefit to the community and visitors situated in the Lower Cove car park area that runs along the rear sea wall. By realigning the car park spaces this would allow three extra benches to be installed.
- The proposal to turn the unused area at the base of the statue Verity, which was currently tidal, into a retained sea water pool area had been discussed at the Ilfracombe Regeneration Board and was a potential candidate for the Devon County Council funded communities review being undertaken by Hardisty Jones.
- It was hoped that a Royal Yachting Association (RYA) Practical and Theory training Centre, based at the waiting room on the Pier, would be open for courses starting in the winter of 2022.

- The Centre was looking to provide, initially, those courses in high demand, namely Short Range Radio courses, First Aid, Radar and Yachtmaster theory with Powerboat levels 1 and 2 practical courses.
- Once recognised by the RYA these courses could be added to with the potential to have a full range of courses available to interested parties in the North Devon region as well as offering training holidays on a national basis.

25. LYNTON AND LYNMOUTH TOWN COUNCIL - MINUTES OF HARBOUR SUB-COMMITTEE

The Board considered the Lynton and Lynmouth Town Council – minutes of the Harbour Sub-Committee.

The Lynton and Lynmouth Town Clerk gave the Board the following updates:

- The Sub-Committee had now set the dates of their meetings 6 weeks ahead of the Harbour Board meetings.
- This would allow Harbour users and Sub-Committee members to give feedback and ideas to be relayed to the Harbour Board for feedback.

The Harbour Master provided the Board with the following update:

- The Harbour Master had advised the current Ilfracombe Harbour Forum Chair to disband the current forum.
- An email was to be sent to current forum members advising of the disbandment and that a new forum would be put together in a new format.
- User groups of the new Water Sports Centre would need to be included as members of a new forum.

26. HARBOUR COMMUNITY FORUM

The Board considered a letter from a member of the Lynton and Lynmouth Harbour Forum.

The Harbour Master gave the Board the following updates:

- The letter received outlined ideas for repair works to the Causeway at Lynmouth. The Causeway had suffered damage over one winter and a large section of the Causeway had been lost.

The Lynton and Lynmouth Town Clerk added that the legal team were looking at the Codicils in respect of the gifting of the Causeway to the town and whether the lost part of the Causeway had to be replaced in keeping with the Codicils. A survey had been carried out and the conclusion of which found that no further damage would be sustained to the Causeway if not repaired.

The Board noted the contents of the letter and expressed confirmation to the Harbour Master to investigate the matter further.

27. ILFRACOMBE AND LYNMOUTH HARBOURS TRADING ACCOUNTS Q1 OF 2022 TO 2023

The Board considered the Ilfracombe and Lynmouth Harbour's Trading Accounts Q1 of 2022 to 2023 report (circulated previously) by the Accountant.

The Director of Resources and Deputy Chief Executive gave the Board the following updates:

- The quarter one income for both harbours was higher than last year.
- The maintenance expenditure was in line with last year.
- Overall quarter 1 position was more positive than last year.

The Board noted the figures.

Chair

The meeting ended at 3.38 pm

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