



Public Document Pack

North Devon Council
Brynsworthy Environment Centre
Barnstaple
North Devon EX31 3NP

K. Miles
Chief Executive.

HARBOUR BOARD

A meeting of the Harbour Board will be held in the Ilfracombe Centre - Ilfracombe on **TUESDAY, 7TH MAY, 2024 at 2.00 pm.**

Members of the Harbour Board

Councillor Wilkinson (Chair)

Councillors Turton, Williams and Wilson

Co-opted Members:

Bert Gear, Martin Cleary, Tim Gibbs and Nigel Thomas

AGENDA

1. Apologies for Absence
2. To approve as a correct record the minutes of the meeting held on 6 February 2024 (attached) (Pages 5 - 12)
3. Items brought forward which in the opinion of the Chair, should be considered by the meeting as a matter of urgency
4. Declarations of Interest

Please telephone the Corporate and Community Services team to prepare a form for your signature before the meeting. Interests must be re-declared when the item is called. A declaration of interest under the Code of Conduct will be a Disclosable Pecuniary Interest, an Other Registrable Interest or a Non-Registrable Interest. If the item directly relates to your interest you must declare the interest and leave the room for the item, save in the case of Other Registrable Interests or Non-Registrable Interests where you may first speak on the item as a member of the public if provision has been made for the public to speak. If the matter does not directly relate to your interest but still affects it then you must consider whether you are affected to a greater extent than most people and whether a reasonable person would consider your judgement to be clouded, if you are then you must leave the room for the item (although you may speak as a member of the public if provision has been made for the public to speak) or, if you are not, then you can declare the interest but still take part).
5. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information)

PART 'A'

6. **Quarterly Designated Person Port Marine Safety Code Audit Report - Ilfracombe and Lynmouth Harbours** (Pages 13 - 16)
Report by Health and Safety Advisor (attached).
7. **Ilfracombe and Lynmouth Harbour's Budget Trading Accounts** (Pages 17 - 18)
Report by Finance Manager (attached)
8. **DAP Harbour Audit Report** (Pages 19 - 30)
Report by Harbour Master (attached).
9. **Marine Safety Plan**
Harbour Master to report.
10. **Aids to Navigation**
Harbour Master to report.
11. **Infrastructure Update**
Harbour Master to report.

(a) Environmental Consideration
Harbour Master to report.
12. **Future Projects**
Harbour Master to report.
13. **Lynmouth Harbour Sub-Community minutes** (Pages 31 - 32)
Report by Lynton and Lynmouth Town Clerk (attached).

If you have any enquiries about this agenda, please contact Corporate and Community Services, telephone 01271 388253

26.04.24



North Devon Council protocol on recording/filming at Council meetings

The Council is committed to openness and transparency in its decision-making. Recording is permitted at Council meetings that are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chairman of the meeting will make sure any request not to be recorded is respected.

The rules that the Council will apply are:

1. The recording must be overt (clearly visible to anyone at the meeting) and must not disrupt proceedings. The Council will put signs up at any meeting where we know recording is taking place.
2. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into 'part B' where the public is excluded for confidentiality reasons. In such a case, the person filming should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be recorded must advise the Chairman at the earliest opportunity.
5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

Notes for guidance:

Please contact either our Corporate and Community Services team or our Communications team in advance of the meeting you wish to record at so we can make all the necessary arrangements for you on the day.

For more information contact the Corporate and Community Services team on **01271 388253** or email **memberservices@northdevon.gov.uk** or the Communications Team on **01271 388278**, email **communications@northdevon.gov.uk**.

NORTH DEVON COUNCIL

Minutes of a meeting of the Harbour Board held in the Platinum Room - Larkstone Water Sports Hub on Tuesday, 6th February, 2024 at 2.00 pm

PRESENT: Members:

Councillor Wilkinson (Chair)

Councillors Williams and Wilson

Independent Members:

Martyn Cleary, Bert Gear and Tim Gibbs

Officers:

Ilfracombe Harbour Master and Director of Resources and Deputy Chief Executive and Lynton and Lynmouth Town Council Clerk

30. APOLOGIES FOR ABSENCE

Apologies for absence were received from Independent member Nigel Thomas.

31. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 7 NOVEMBER 2023 (ATTACHED)

RESOLVED that the minutes of the meeting held on 7 November 2023 (circulated previously), be approved as a correct record subject to the following amendment:

Minute 21 should read “RESOLVED that the proposed Harbour Charges be consulted on with stakeholders”, and signed by the Chair.

32. ITEMS BROUGHT FORWARD WHICH IN THE OPINION OF THE CHAIR, SHOULD BE CONSIDERED BY THE MEETING AS A MATTER OF URGENCY

There were no items, which in the opinion of the Chair, to be considered by the meeting as a matter of urgency.

33. DECLARATIONS OF INTEREST

Councillor Williams declared an interest a non-registerable interest in item 8; Harbour Charges review 2024/25, as she was the President of the Ilfracombe Yacht Club.

34. QUARTERLY DESIGNATED PERSON PORT MARINE SAFETY

**CODE AUDIT REPORT - ILFRACOMBE AND LYNMOUTH
HARBOURS**

The Board considered a report by the Health and Safety Advisor (circulated previously) regarding the Quarterly Designated Person Port Marine Safety Code Audit of Ilfracombe and Lynmouth Harbours.

The Designated Person highlighted the following:

- The quarterly audits were carried out for both harbours, virtually, on 25 January 2024.

Actions completed since last visit – Ilfracombe

- The work to repair the cracked stone facing on Old Quay Head was completed on 22 November 2023.
- At the Council Health, Safety and Welfare committee on 21 November 2023 discussion took place around the proposed sea basin at the Verity statue. It was agreed that external Health and Safety legal advice be sought to fully understand what the Council's liabilities were as the asset owner.
- Further to water bathing quality testing the Harbour Master advised that a meeting had been held with the Council's Environmental Health team who were addressing the issue of water testing and this would be carried out regularly for the Harbour. Users of the proposed sea basin would be advised when it was not safe to swim. The kits used for testing were very similar to the ones used by the Environment Agency.
- Councillor Wilson informed the Board that there was a Water Quality group set up in Ilfracombe, of which she was a member, and they were looking to expand their services to coastal water testing.
- Councillor Patrinos was leading the water testing in Lynmouth.
- Data results of the testing were not published but could be requested to be viewed.
- It was determined that the handrails along the RNLI steps were owned by North Devon Council. Those handrails along with ones at the old Slipway and the Watersports Centre slipway had now been replaced with composite rails.

Risk Management – Ilfracombe

- Internal audits were carried out on the following topics:
 - (i) Environmental Duty
 - (ii) Risk Assessment
 - (iii) Incident reporting and Investigation
 - (iv) Plans and Reporting/ Consensus and Monitoring
 - (v) Harbour owned /operated craft – not currently applicable
- Non-conformities were found in items (ii) and (iv) above. The Harbour Master was seeking to set up a Harbour Advisory Committee. The Harbour Master would be discussing the setup of an advisory committee with Yarmouth Harbour Authority who had recently done the same.
- Funding was still in place for works to be carried out, in April 2024, on the sinking joints between the concrete landings and the slabs on the steps on

East Face Quay and Old Quay Head. There was an ongoing trip hazard here until works were completed.

- The bulged wall at Stone Bench was continuing to be monitored with the catchment netting working to limit movement.
- At another area of Stone Bench, it had been noted that a section of concrete had sheered from the pier. The Senior Engineer had inspected the damage and noted a number of potentially significant defects in this area.
- A consultant, who was familiar with the location, had offered to carry out an initial inspection survey free of charge.
- This was due to happened during particularly low tides week commencing 10 March 2024.
- The Cove netting works project had been awarded to contractors who were in the process of removing trees.
- Edge protection areas for Old Quay Head were to be marked with a line of yellow paint along the row of stones with warnings to the public not to cross into the working area and no public access to the area permitted.
- Signs had been procured to install to the railings around the Verity statue advising climbing of the statue was not permitted.
- Trinity House would be visiting Ilfracombe Harbour on 26 February 2024.

Actions completed since last visit – Lynmouth

- The Lynmouth Marine Safety Management System was now available on the Council website.
- The Harbour Environmental Management Plan had now been documented and made available on the Council website.
- North Devon Council and Lynton and Lynmouth Town Council had both agreed to contribute towards the Sea Defence Boulder works but this could not be carried out due to a legal impasse whereby Devon County Council had not confirmed ownership.

In relation to the Sea Defence Boulder works the clerk of Lynton and Lynmouth Town Council requested the Chair discuss with the Leader of North Devon Council the possibility of him expediting a response from Devon County Council on this matter as the works desperately need to go ahead.

Risk Management – Lynmouth

- Some issues were still outstanding from the three yearly, external harbour audit which was carried out by ABPmer in June 2023. These were:
 - (i) The Lynmouth Harbour Safety Management System document did not contain any safety performance or Key Performance Indicators expectations. It was agreed that the Town Clerk would document some Standing Targets and Period Targets in alignment with those of Ilfracombe Harbour.
 - (ii) The Lynmouth Harbour Safety Management System document did not contain a policy on training, revalidation or maintenance of qualifications. It was agreed that the Town Clerk would document a training policy.

- An internal audit of the following topics was carried out this quarter:
 - (i) Environmental Duty
 - (ii) Risk Assessment
 - (iii) Incident reporting and Investigation
 - (iv) Plans and Reporting/ Consensus and Monitoring
 - (v) Harbour owned /operated craft – not currently applicable.
- The New Solar Aids to Navigation lights were flashing instead of being steady on. An internal switch had been incorrectly set by the supplier. The resetting of the switch would rectify this issue but the lights would need to be lowered to enable this.
- Trinity House were due to visit Lynmouth Harbour on 26 February 2024 after first having visited at Ilfracombe Harbour. They would be able to view the data logged from the operational activity of the Aids to Navigation ahead of inspecting them at the harbour.
- The public consultation for a Harbour Empowerment Order, which would confirm North Devon Council as the Statutory Harbour Authority for Lynmouth had now closed. 92 objections had been received and a meeting to discuss best next steps was set for 9 February 2024.
- The Senior Engineer had identified issues with damage to the stone surface and copings along the harbour arm and the slipway.
- The stone steps opposite the Rising Sun pub, required some remedial work along with some stone steps along the edge of the slipway.
- Arrangements were being made for the dredging of the slipway and entrance channels as well as debris on the harbour floor to be removed.

The Designated Person advised the Board that Ilfracombe Harbour continued to be proactively managed by the Harbour Master with many works now completed. Much work had been carried out in Lynmouth, although documentation and training remained audit issues outstanding to be completed.

35. HARBOUR CHARGES REVIEW 2024/25

Councillor Williams declared an other non-registrable interest in this item, as she was the President of the Ilfracombe Yacht Club.

The Board considered a report by the Harbour Master (circulated previously) regarding Harbour Charges review 2024-25.

The Harbour Master highlighted the following:

- One objection had been received from the consultation with stakeholders on the proposed Harbour charges review 2024/25.
- As a result of the objection the Harbour Master was asking the Board the following question:
 - Should a discretionary discount be considered for one individual?

It was discussed and the Board agreed that the increase of 5% still left North Devon Council's charges lower than neighbouring authorities and it would not be

appropriate to award a discount to an individual when all other stakeholders had found the increase to be reasonable.

RECOMMENDED to Council that all mooring dues be increased by 5% and relevant miscellaneous charges be increased by 10% be approved.

36. MARINE SAFETY PLAN

The Board considered a report by the Harbour Master (circulated previously) regarding the Marine Safety Plan.

The Harbour Master highlighted the following:

- There was an overarching Long Term Harbour Strategy, due to expire in 2026, in place and the Marine Safety Plan was one of three documents that had been separated out from this.
- The Marine Safety Plan, if adopted, would cover the period 2024-2027.
- The Business plan would need to be discussed at a separate workshop.
- All the Marine Safety Plan's objectives had been met barring one – the formation of a dedicated Operating Procedure for the newly opened Watersports Hub.
- Since the opening in July 2023 it had become apparent that the procedures already in place covered the operations of the Watersports Hub and a stand-alone policy was not required.
- An Incident Management Exercise was due to be carried out no later than 9 March 2025.
- The Harbour Advisory Committee set up was in hand and due to be in place by the end of March 2024.
- The replacement of Harbour owned moorings had to be completed by March 2026 and was well underway.

RESOLVED that the revised Marine Safety Plan be adopted; and

RECOMMENDED to Council to approve the adoption as duty holders for the Harbour.

37. AIDS TO NAVIGATION

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

The Harbour Master advised the following:

- The Harbour Master currently held the logins to access the Aids to Navigation performance and activity data for both Ilfracombe and Lynmouth Harbours.
- Trinity House would review this data at Ilfracombe on 26 February 2024 ahead of then visiting Lynmouth Harbour.

38. INFRASTRUCTURE UPDATE

The Board received an update from the Harbour Master in respect of Infrastructure.

The Harbour Master advised the following:

- The Marine Management Organisation were open to the potential uplifting of funding already awarded to cover the cost of completing the replacement of the swing davits used by the potters on the harbour.
- The fuel tank and fuel delivery pump needed to be replaced.
- There was Marine Management Organisation funding available which would cover 75 – 80% of the cost of replacement.
- The fuel tank held 40,000 litres of fuel. During an internal cleaning, it had been confirmed that the floor of the tank was bouncy.
- It was anticipated that a total of around £100,000 would be needed to complete the project; this would mean a £25,000 contribution from the Council.
- The Cove project was moving ahead, initial meetings had been held with partners and the available space considered.
- The Harbour Master would relocate her office to the Cove.
- The old office would be made available to rent.

39. ENVIRONMENTAL CONSIDERATION

No update was given.

40. FUTURE PROJECTS

The Board received an update from the Harbour Master in respect of Future Projects.

The Harbour Master advised the following:

- Works had started on the Kiln roof adjacent to the Watersports Hub. There would be a walkway link from the Kiln roof across to the balcony of the Lime Kiln Café. This would expand capacity for the cafe.
- Stand-up paddleboard yoga was to commence at the Watersports Hub with free sessions being offered to NHS workers.
- The Maritime Academy was progressing with a visit from Petroc College who were assessing linking their courses with classes on offer at the Sea School.
- An additional training/meeting room was to be included within the Cove project to be able to expand the Sea School.

41. HARBOUR COMMUNITY FORUM

The Harbour Master advised the Board that a Harbour Advisory Committee was being set up with best practice for doing so to be obtained and reported back to the Board.

42. LYNTON AND LYNMOUTH TOWN COUNCIL HARBOUR SUB-COMMITTEE MINUTES

The Board considered the minutes of the Lynton and Lynmouth Town Council Harbour Sub-Committee (circulated previously) held on 24 January 2024.

The Lynton and Lynmouth Town Clerk highlighted the following:

- The Senior Engineer had requested the contractors who had completed works on the stone wall opposite the Bath Hotel, Lynmouth, return to make good poor quality work. The solution itself had worked well but the quality of work was poor.
- The slipway had been sprayed and cleared of algae and a photo of the completed works had been sent to the Ilfracombe Harbour Master.
- The steps down to the harbour, opposite the Rising Sun had large cracks, which were getting bigger. A liquid coat as used by the Ilfracombe Harbour Master at Larkstone, Ilfracombe was to be used.
- The Sailing Club reported that the raft race would be at the end of July or early August 2024. Shanty singers wanted to hold more sessions and the sauna event went well.

Chair

The meeting ended at 3.23 pm

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

This page is intentionally left blank

HARBOUR BOARD MEETING: 7th May 2024

Quarterly Designated Person Port Marine Safety Code Audit Report – Ilfracombe & Lynmouth Harbours

Ilfracombe - 15th April 2024 **Captain Georgina Carlo-Paat (Harbour Master)**
Jon Triggs (Director of Resources & Deputy Chief Executive)
Pamela Charles (Contract/Temporary H&S Adviser)
Tara Jenkins (Senior Engineer) - Unable to attend, update provided by email.

(Cllr Christopher Norman (Chair of Governance Committee), attended for Harbour familiarisation)

Lynmouth - 15th April 2024 **Captain Georgina Carlo-Paat (Harbour Master)**
Jon Triggs (Director of Resources & Deputy Chief Executive)
Kevin Harris (Lynton & Lynmouth Town Council, Town Clerk)
Pamela Charles (Contract/Temporary - H&S Adviser)
Tara Jenkins (Senior Engineer) - Unable to attend, update provided by email.

1. PURPOSE OF REPORT

- 1.1 To advise Members of the Harbour Board of the outcome of the quarterly audits.
- 1.2 The quarterly audits are carried out to fulfil the responsibility placed upon the Designated Person (DP) to ensure the Marine Safety Management System is working correctly in compliance of the Port Marine Safety Code.

2. ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- ILFRACOMBE

- 2.1 Moffatt & Nichol (Consultant Engineers) have undertaken an initial survey of the Harbour and the issues on Stone Bench, Lower Landing, and wider harbour structures following concerns regarding the structural condition of some of the elements. Their report of findings has been received by the Senior Engineer and will require further consideration, however he report indicates that the structures are not as bad as was first initially thought. The external engineers have also produced the bid document for some further funding from the Environment Agency in order to carry out more substantial investigations and surveys, and to produce a study and report for the medium/long term maintenance and future of the Harbour structures. The bid needs some amendment, which the Senior Engineer will action.
- 2.2 The first phase of tree and vegetation removal on the Cove cliff face has been completed. The next phase of installing the netting is due to commence on Monday 22nd April 2024 and will take seven weeks to complete.
- 2.3 A yellow line has been painted along the edge of the working area along Old Quay Head. Signage is yet to be installed to signify that the area beyond the line is not to be accessed by the public.

Agenda Item 6

- 2.4 Wording has been painted at various points along the line marking the working area on the Cove, which states: Working Area\ No Public Access. A further set of wording is required between the last two sets, as it is considered the gap between the last two sets is too long.
- 2.5 Signage advising there is no access beyond the railings on to the Verity plinth have been installed. No further incidents have been noted.
- 2.6 Trinity House inspected the Aids to Navigation on 26th February 2024 and found them to be compliant.
- 2.7 A line of yellow marker buoys have been placed in the outer harbour, to mark an area which is designated for non-powered equipment and swimming.
- 2.8 The surface of the Pier Carpark was patch repaired on 8th April 2024, to remedy a number of pot holes and uneven areas of the surface.
- 2.9 The pedestrian crossing and Stop sign for traffic have been reinstated near the Watersports Centre.

3. RISK MANAGEMENT- ILFRACOMBE

3.1 An internal audit of the following topics was carried out this quarter:

- (i) Drink and Drugs
- (ii) Dangerous Vessels and Substances
- (iii) Licensing Work - Tugs(works/tugs/craft),Permitting (Diving/ Hot works)
- (iv) Auditing Internal / External, Plans and Reporting
- (v) Open Port Duty & Setting Dues
- (vi) Enforcement
- (vii) Consultation & Consensus
- (vii) Piloting, Towage, Bunkering

The only non-conformity found is that there is no formal Harbour Advisory Committee. The Harbour Master is endeavouring to set one up but there is a lack of interest from Harbour users. The HM is, however, able to consult with relevant persons when necessary albeit not via a Forum or Committee at present.

- 3.2 A further internal audit was carried out in December 2023, by Devon Audit Partnership. The final report has been received and is mostly favourable but highlights some issues as medium impact/priority, such as KPIs, review of the Development Strategy and an up to date Business Plan. The Harbour Master will discuss these matters with the Harbour Board.
- 3.3 The bulged wall at Stone Bench is continuing to be monitored. There has been a small loss of stone work but the catchment netting is working to limit movement. This is not thought to be affecting the actual structure of the wall. Funds are in place should work be required, but re-tendering would be required if works are needed.
- 3.4 Edge protection risks on Old Quay Head – as stated in paragraph 2.3 above - signage is still to be installed to indicate no public access beyond the yellow line.
- 3.5 Edge Protection risks on the Cove side – as stated in paragraph 2.4 above – an additional set of wording is to be painted along the line.

Agenda Item 6

- 3.6 Senior Management Team need to consider the independent legal report and the Royal Life Saving Society report received, regarding the use of the Sea Pool. It has been agreed that the water quality in the pool will be monitored by sampling, carried out by an officer from the Planning, Housing and Health Team.

4. ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- LYNMOUTH

- 4.1 The issue with some of the Solar Aid to Navigation (AtoN) lights not getting enough sun during the winter months to charge up the batteries has been found to be due to a set up issue and has now been resolved without the requirement for them to be repositioned.
- 4.2 Trinity House inspected the Aids to Navigation on 26th February 2024 and found them to be compliant.
- 4.3 With regard to the Harbour Empowerment Order, the Harbour Master, (HM), and Designated Person (DP) held a meeting day in Lynmouth. This was quite well attended by Harbour Users who were able to discuss their thoughts with the HM and DP. As a result almost all of the numerous objections were withdrawn and the process continues.
- 4.4 Repairs have been carried out to the damaged stone surface & copings along the Harbour Arm and the Slipway.
- 4.5 Rhenish Tower walkway has temporarily been closed off to prevent access to the public, due to trip hazards from loose stonework.
- 4.6 The slipway and harbour entrance channels have been dredged

5. RISK MANAGEMENT – LYNMOUTH

- 5.1 Two issues still outstanding from the three yearly, external harbour audit which was carried out by ABPmer in June 2023.
- (i) The Lynmouth Harbour Safety Management System document does not contain any safety performance or Key Performance Indicators (KPI) expectations. Following an audit recently carried out by Devon Audit Partnership, which also picked up on this issue, It has been agreed that the Harbour Master will formulate a Business Plan for Ilfracombe Harbour and then the Town Clerk will create a similar document for Lynmouth reflecting the aspirations of the harbour users.
 - (ii) Whilst there is now a Training Policy, the policy requires reviewing/updating to be relevant to the current non Statutory Harbour Authority situation with Lynmouth Harbour and some training itself is still required.
- 5.2 An internal audit of the following topics was carried out this quarter. There were no non-conformities or non-compliances, given that Lynmouth is not currently a Statutory Harbour Authority.
- (i) Drink and Drugs
 - (ii) Dangerous Vessels and Substances
 - (iii) Licensing Work - Tugs(works/tugs/craft),Permitting (Diving/ Hot works)
 - (iv) Auditing Internal / External, Plans and Reporting

- (v) Open Port Duty & Setting Dues
- (vi) Enforcement
- (vii) Consultation & Consensus
- (vii) Piloting, Towage, Bunkering

- 5.3 The work to reset the switch in the new Solar (AtoN) lights which are currently set to flashing rather than steady as is required, is still outstanding, but will be carried out as soon as the electrician has time to attend and can safely access the lights. (see paragraph 5.4)
- 5.4 The HM has been in receipt of complaints regarding the algal growth along the edge of the slipway and the harbour arm causing a slip hazard to persons using these areas. The Town Clerk advised that he has the required materials to deal with the algae but the work needs to be made a Council Directive as it is required to be carried out every four to six weeks. The matter had to be agreed by the Estates Committee and by Full Council. Given the hazardous nature of the algal growth, the TC agreed to ensure the work was carried out as soon as possible, and this will now have taken place on 18th April 2024, slightly ahead the next Full Council meeting, due to the urgency of the situation.
- 5.5 The remedial work to the stone steps (Rising Sun) is still outstanding, HM to advise the TC on the purchase of the most suitable material (Gunitite).
- 5.6 The Lynmouth Study is underway, and topographical survey completed. The Interim report of findings to date is due by end of April 2024. The Senior Engineer will discuss organising a stakeholder workshop once there is some meaningful information to share.
- 5.7 There is a potential issue with the wall alongside the harbour, of sea water pouring through the joints between the stones comprising the wall, during extreme weather conditions. This should be raised with Devon County Council Highways Department as the wall is there to protect pedestrians from falling into the harbour and keeps the road intact. TC will add this item to the next Harbour Users Group meeting agenda.

6. CONCLUSIONS

- 6.1 Health and Safety at Ilfracombe Harbour continues to be proactively managed by the Harbour Master, with many works now completed although some are ongoing, due to their nature.
- 6.2 The status of Lynmouth Harbour as a Statutory Harbour Authority is still progressing and therefore there are still some aspects of the Port Marine Safety Code which do not apply. Some new risks have arisen which are being attended to.

Pamela Charles
Contract/Temporary H&S Adviser
April 2024

Ilfacombe Harbour

	Budget 2023/24	Outturn 2023/24	Budget 2022/23	Outturn 2022/23
Operating Income ⁽¹⁾	(511,381)	(516,460)	(593,989)	(628,894)
Operating Expenditure & Maintenance ⁽²⁾	792788	741490.47	786375	798,607
Overheads	32100	32100	39250	35,753
	<u>824,888</u>	<u>773,590</u>	<u>825,625</u>	<u>834,360</u>
Operating Deficit / (surplus)	313,507	257,130	231,636	205,466
Contribution to reserves				
Bad Debt movements				
Interest				
Net Deficit / (Surplus)	<u>313,507</u>	<u>257,130</u>	<u>231,636</u>	<u>205,466</u>

Page 17

Lynton & Lynmouth Harbour

Operating Income	(4,640)	(4,548)	(4,418)	(3,922)
Operating Expenditure & Maintenance ⁽³⁾	7269	1640	7233	11667
Overheads	25939	24322	24393	24528
	<u>33,208</u>	<u>25962</u>	<u>31626</u>	<u>36195</u>
Operating Deficit/ (Surplus)	28,568	21,414	27,208	32,273
Net Deficit / (Surplus)	<u>28,568</u>	<u>21,414</u>	<u>27,208</u>	<u>32,273</u>

Variance Explanations:

(1) The underspend on income is from the sale of Gas Oil at the harbour with early indications suggesting this budget would be exceeded.

(2) The underspend on expenditure is also from the sale of Gas Oil at the harbour. We anticipated to spend a further £58k on Gas Oil but actually spent £18k on fuel from the additional budget

(2) In addition, we had an underspend from the predicted cost of repairing Old Quay Head.

(3) Lynton & Lynmouth have underspent on the maintenance and repairs of the harbour including the removal of silt



North Devon Council

Report Date: Tuesday, 7 May 2024

Topic: DAP Harbour Audit Report

Report by: Harbour Master

1. INTRODUCTION

1.1. In late 2023 and early 2024 the Devon Audit Partnership were commissioned to provide management with independent assurance that risks associated with the Ilfracombe Harbour are managed effectively.

1.2. The Audit was criteria was set under 4 areas as laid out in the report. Two areas were reported as 'Substantial Assurance' with two areas reported as 'Reasonable Assurance'.

1.3. The risk levels of the observations ranged from Low to Medium and the medium risks identified require consideration by the Harbour Board.

2. RECOMMENDATIONS

2.1. That the report is accepted by the Harbour Board and risk levels identified are given consideration by the Harbour Board

3. REASONS FOR RECOMMENDATIONS

3.1. To mitigate the medium risks identified to the lowest as is reasonably practicable

4. REPORT

4.1. Please see attached DAP Audit Report

5. RESOURCE IMPLICATIONS

5.1. None

5.2.

6. EQUALITIES ASSESSMENT

6.1. There are not any equalities implications anticipated as a result of this report. If so, please complete the Equality Impact Assessment (EIA) Summary form available on Insite and email to the Corporate and Community Services Team at equality@northdevon.gov.uk.

7. ENVIRONMENTAL ASSESSMENT

7.1. There are no environmental implications arising from this report

8. CORPORATE PRIORITIES

8.1. What impact, positive or negative, does the subject of this report have on:

8.1.1. The commercialisation agenda: Positive



8.1.2. Improving customer focus and/or : Positive

8.1.3. Regeneration or economic development : Positive

9. CONSTITUTIONAL CONTEXT

9.1. Article of Part 3 Annex 1 paragraph: 1

9.2. Referred or delegated power? Delegated

10. STATEMENT OF CONFIDENTIALITY

This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.

11. BACKGROUND PAPERS

The following background papers were used in the preparation of this report:
(The background papers are available for inspection and kept by the author of the report).

DAP Harbour Audit Report

12. STATEMENT OF INTERNAL ADVICE

The author (below) confirms that advice has been taken from all appropriate Councillors and Officers: Jon Triggs Director of Resources and Deputy Chief Executive Role & Sarah Jane Mackenzie-Shapland Head of Place, Property and Regeneration

Internal Audit Report - Draft

– NDC Harbour Authority 2023/4

December 2023

Service Objective
To provide management with independent assurance that risks associated with the Ilfracombe Harbour are managed effectively.
Audit Opinion
Reasonable Assurance - There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited.

Risks or Areas Covered	Level of Assurance
- key concerns or unmitigated risks	
1. Ineffective governance and oversight of the Harbour operation	Substantial Assurance
- Development Strategy.	
2 Failure to manage health, safety and security risks related to harbour facilities, equipment, infrastructure, harbour office etc leading to downtime, loss of income or injury.	Substantial Assurance
3 Failure to undertake effective financial management resulting in financial impact and increased fraud risk.	Reasonable Assurance
4 Performance may not be monitored, leading to inefficiency or poor customer satisfaction.	Reasonable Assurance
- Performance measures. - Business Plan.	

These areas / risks combine to provide the overall audit assurance opinion. Definitions of the assurance opinion ratings can be found in the Appendices. The observations and findings in relation to each of these areas has been discussed with management, see the "Detailed Audit Observations and Action Plan" appendix A. This appendix records the action plan agreed by management to enhance the internal control framework and mitigate identified risks where agreed.

Introduction

Ilfracombe is the largest harbour on the North Devon Coast. North Devon Council is the Harbour Authority for Ilfracombe Harbour and has statutory duties under the Harbour Act 1964. Other legislation relevant to the harbour includes the Ilfracombe Harbour Act and Orders 1870 to 2019. Ilfracombe Harbour is also the Local Lighthouse Authority regarding Aids to Navigation. The harbour has a significant tidal range between approximately 3 metres and 10 metres, resulting in a rapid tidal stream of 2-3 knots, along with rip tides. Passenger and coastal ferries operate from the harbour along with commercial fishing vessels, commercial tour boat operators and there is mooring for visiting and local recreational craft. Other duties undertaken by the service include the administration and billing of moorings within the Statutory Harbour Area, the commercial operators, and advertisers.

The audit did not review Lynmouth Harbour, which the council is also responsible for. We note the council is currently taking action to become the Statutory Harbour Authority for Lynmouth.

Appendix a
Agenda Item 8

Executive Summary

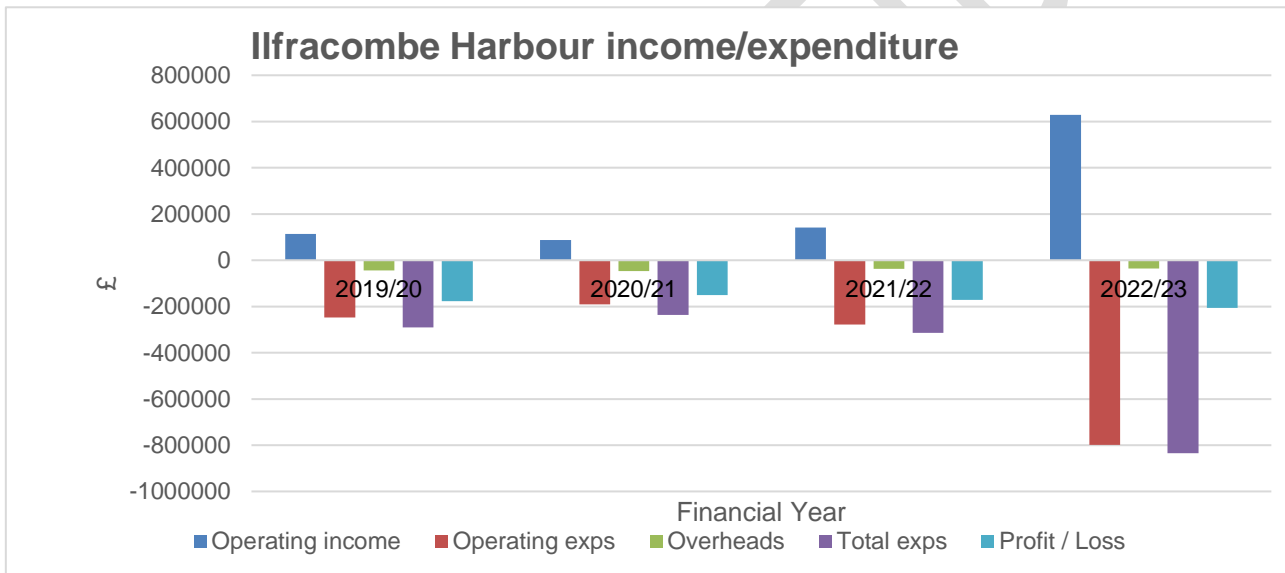
The Council operates a well organised and effective harbour service providing good value to its customers and enhancing the experience of visitors to the area. Experienced personnel are competent with systems of operation that help keep the public safe in a busy working harbour, while aiming to maximise revenue to the authority and help support the future development of the area. The harbour has operated with a deficit for several years averaging between £150-£200k on average. Going forward, we are told that the Harbour is aiming to cover its own costs in the mid to long term with the addition of the water sports hub and Sea School. Update of the Development Strategy and creation of a new Business Plan may help achieve this and ensure focus on longer term requirements.

The Harbour Board meet regularly and is made up by appropriately maritime-experienced independent members and NDC Councillors. Meetings are well recorded with consistent agenda items. Health and Safety risks are well defined and managed accordingly, with policies, plans and procedures readily accessible and reviewed regularly (with one exception in 2.2 below). ABPmer undertook the required three yearly audit of Port Marine Safety Code compliance in June/July of 2023 and found good compliance with the Code. The councils Health and Safety officer also undertakes audits every quarter, the results of which are reported to the Harbour Board in accordance with the Code.

A Development Strategy for the Harbour was created in 2012 to cover the period up to 2026. It sets out the long-term development needs and opportunities of the harbour. It is not clear that this Strategy has been reviewed or updated since that time. We have also seen a Business Plan created in November 2019 to cover the period 2020-23. It does not appear that this plan has been subsequently updated or reissued.

Commercial and community relationships have been developed and investment has been made in making the harbour infrastructure more practical, professional, and welcoming to tourism. Uniformity rules for advertising space has improved harbour aesthetics and enabled clear communication of pricing to businesses. There has been an increasing focus on securing grants and other funding to improve harbour facilities and infrastructure, for instance significant funding from the Marine Management Organisation.

MS Oldenberg and other freight/ passenger ferries operate a service to Lundy and provide important commercial income during the season from March to October. A ferry service to Wales is also a potential future development.



Overheads for the service have reduced from £43.7k in 2019/20 to £35.7k in 2022/23 reflecting efficiency savings made during this time.

Income and expenditure include grossed up income from the sale of fuel and the expenditure of the fuel, with the surplus of £20k included in the £200k deficit for 2022/23.

Operating income has increased from £113.5k in 2019/20 to £628.9k in 2022/23.

Net losses for the service have increased from £177k in 2019/20 to £205k in 2022/23.

Officers have a medium-term objective of becoming cost neutral in the next three to five years.

Officers have excellent local knowledge which is beneficial in managing harbour operations and risks and taking advantage of opportunities.

Performance management is an area we consider that some improvements could be considered, and we are told a review of Key Performance Indicators is currently underway. Measures for some other harbours include boats visiting/moored, length of stay/value, visitor numbers, their experience and similar indicators but this may not be appropriate for this harbour due to its location. The Harbour Board should consider how to best measure harbour activity and the user experience.

The detailed findings and recommendations regarding these issues and less important matters are described in Appendix A. Recommendations have been categorised to aid prioritisation. Definitions of the priority categories and the assurance opinion ratings are also given in the Appendices to this report.

Management are required to agree an action plan, ideally within three weeks of receiving the draft internal audit report.

Written responses should be returned to Matt Whale (matthew.whale@devon.gov.uk). Alternatively, a meeting to discuss the report and agree the action plan should be arranged with the named auditors.

Value Added

We will consider our experience in auditing other authorities' harbours to share best practice and processes.

Issues for the Annual Governance Statement

The evidence obtained in internal audit reviews can identify issues in respect of risk management, systems and controls that may be relevant to the Annual Governance Statement.

Acknowledgements

We would like to express our thanks and appreciation to all those who provided support and assistance during the course of this audit.

Matthew Whale
Internal Auditor

Paul Middlemas
Audit Manager

Appendix A
Agenda Item 8

CONFIDENTIAL

Detailed Audit Observations and Action Plan

1. Risk Area: Ineffective governance and oversight of the Harbour operation.	Level of Assurance
	Substantial Assurance

Opinion Statement:

The council exercises good governance and oversight arrangements over the harbour. The Harbour Board is made up of four NDC councillors and four independent members, appointed based on their relevant maritime experience. The S151 officer is the Designated Person and meetings of the Board have taken place regularly (typically three times a year), with good quality reports and standing agenda items for updates. These include risk management, financial monitoring, future projects progress for both Ilfracombe and Lynmouth (not covered in this audit). Decisions of the Board are referred to Full Council to approve.

Among the previously approved and future projects we note an impressive array of grant funding applications that have been put together by the Harbour Master and consider this a particular strength when looking at the ongoing development of the Harbour, Sea School, Watersports Hub, and engagement with the local community. The Development Strategy for 2012-2026, whilst still in date, needs review given events such as Brexit, the Covid-19 pandemic along with sustained pressure on council finances and the cost-of-living crisis. The strategy itself (1.3.4) states it is subject to ongoing review by the Harbour Board. The strategy did not include the developments since built at Larkstone such as the Lime Kiln Café Bar, Watersports hub, sea school and slipway. We also note in section 4 the need for a business plan outlining objectives and targets for the next few years.

Page 24

No.	Observation and Implications	Impact / Priority	Management Response	
1.2	<p>The council’s website needed review to update it and ensure links to other pages worked.</p> <p>The website links to Ilfracombe Harbour Board members and Harbour Board meetings were not working from https://www.northdevon.gov.uk/business/ilfracombe-harbour/ilfracombe-harbour-board. These provided details of meeting notes only up to Feb 2019, rather than the recent meeting details.</p> <p>Several other Harbour related links on the website were found to be broken during testing or had links to out-of-date content.</p> <p>The “Application forms” links for Mooring a boat, applying for a Launching Permit, and Dinghy Storage took us to the central council applications section, but the options were not available in the different applications available.</p>	Low	<p>We will review the website and ensure links and pages are accurate and complete.</p>	
			Action Officer: Harbour Master	Due Date: 1 April 2024

Agenda Item 8
Appendix a

1.2	<p>The Development Strategy 2012-2026 should outline the councils' longer-term aspirations and goals for the harbour and the local environment. While the strategy is still in date, it appears not to have been reviewed since its issue despite the significant changes that have occurred over the period. The absence of a current long-term strategy may mean the council and Harbour Board are not focused on the long-term challenges and opportunities facing the harbour.</p> <p>This should be considered by the Harbour Board.</p>	Medium	We will refer this to the Harbour Board to assess whether a new Development Strategy would be beneficial.	
			Action Officer: Harbour Master	Due Date: 31 May 2024

2. Risk Area: Failure to manage health, safety and security risks related to harbour facilities, equipment, infrastructure, harbour office etc leading to downtime, loss of income or injury.	Level of Assurance
	Substantial Assurance

Opinion Statement:

ABPmer undertook the three yearly audit of the Port Marine Safety Code in June/July 2023 and confirmed that the service was compliant with the code.

Many plans, policies and byelaws govern harbour activities. Apart from 2.2 below, all were found to be current. Harbour byelaws are currently being reviewed with a view to moving away from them in favour of locally managed 'General Directions' which do not need to be signed off by the Secretary of State. This should provide swifter and more flexible management of risks in the harbour. Another observation was the need to develop stakeholder consultation as the Ilfracombe Community Harbour Forum which had not met since the start of the Covid-19 emergency.

The councils Health and Safety officer also undertakes a scheduled range of audits every quarter which is reported to the Harbour Board. This is required to confirm that the Marine Safety Management System is working correctly in compliance with the Port Marine Safety Code.

An annual report is provided by the Designated Officer (the Harbour Master) which is another requirement from the Code. This provides information on harbour governance, management, finances, and compliance with legal requirements.

Daily rounds by the Harbour Master and staff are well organised and include dynamic risk assessments, safety, and maintenance inspections. Life jackets have been exchanged for externally maintained buoyancy devices. At the time of our audit, officers noted that a dynamic inspection had revealed the failure of a harbourside float chain. This had been recorded in the fault log and allocated a low priority as not needed until March 2024 when MS Oldenburg will commence operations.

Cranes are not operated by the service. Instead, an external operator has two sizes of crane, brought in twice a year to lift/deposit boats to/from the quayside before and after the spring/summer season. All risk assessments were up to date and are split into land, marine and hybrid. Of slight concern is an apparent IT issue noted in 2.1 below regarding access to the risk assessments. The Harbour Master is currently looking into future system improvements which might pull together all the safety and risk systems under one roof called 'Harbour Assist' which could manage risk assessments in the future.

The website link to the Ilfracombe Harbour PSPO is broken and needs to be updated/repaired: <https://www.northdevon.gov.uk/media/381760/pspo-29032023-ilfracombe-harbour-redacted.pdf> (see also 1.2 above).

An observation about the harbour office itself, is that it does not permit full view of the harbour, including the launch slipway of the inner harbour. The stairs to the mezzanine floor are very steep with shallow steps and might be considered difficult to ascend/descend in the case of a fire. A useful digital information screen is situated on the harbour office wall providing the public with salient maritime information. We have not looked at fire extinguishers as they are covered in the Health and Safety audit, however during our visit to the harbour office an external inspector visited the site to maintain the fire equipment.

No.	Observation and Implications	Impact / Priority	Management Response	
2.1	At the time of our visit, the Harbour Master had access to the corporate I:drive and the Risk Assessments. However, the assistants could not access them. This has been requested, but not yet granted.	Low	We will approach IT to resolve this issue.	
			Action Officer: Harbour Master	Due Date: 29 February 2024
2.2	The Ilfracombe Harbour Edge Protection Policy was updated in July, but has not been put onto the website.	Low	We will ask IT to ensure it is added to the site.	
			Action Officer:	Due Date: 29 February 2024

3. Risk Area: Failure to undertake effective financial management resulting in financial impact and increased fraud risk.	Level of Assurance
	Reasonable Assurance

Opinion Statement:

The Harbour Master is the budget holder and is aware of the Financial Regulations and contract procedure rules. Regular monthly meetings are held from June onwards between the accountant and Harbour Master. Whilst not minuted, we are told that the meetings are used to discuss any concerns, anomalies, or questions about the financial position of the service. Budget Trading Accounts are presented to the Harbour Board by the Director of Resources and are published on the NDC website throughout the year. Further detail on costs versus income is provided in the Executive Summary. The Harbour reported a loss of £200k for 2022/23.

Harbour fees were reviewed by management in November 2022 considering CPI inflation and reviewed again in November 2023. The harbour continues to benchmark itself against other SW harbours and remains the cheapest in the region which encourages traffic albeit at a cost of reduced income for the council.

The Harbour Master has access to a corporate purchasing card, which is not used very much, and a request to sample November statement was a NIL balance. We were however able to observe them log into the Nat West system to view and allocate codes for transaction types which are then checked and applied to the NDC finance system by the accountant. We also sampled a fuel duty transaction which is outside the HMRC scheme for private sales of red diesel due to the 60/40 split of propulsion and domestic use. The invoice had been raised correctly and paid by card through the service's card machine.

Officers are salaried with an agreed allowance for unusual shift patterns varying throughout the year, including Bank Holidays and callouts around the clock.

No.	Observation and Implications	Impact / Priority	Recommendation	Management Response
No observations and recommendations recorded. We have noted in Section 4 that a Business Plan would support focus on the income and expenditure requirements for several years to become cost neutral, or at least to reduce the deficit as much as possible.				

4. Risk Area: Performance may not be monitored, leading to inefficiency or poor customer satisfaction.	Level of Assurance
	Reasonable Assurance

Opinion Statement:

We were told that the Key Performance Indicators used in the council performance system, Pentana, are pointless, as they are accounted for elsewhere. Performance measures are important to support assessment of a wide range of indicators related to the health and vibrancy of the harbour. A review of what measures are appropriate should be undertaken at the earliest opportunity. The HM has suggested including response times to complaints and investigations as one possible indicator. Other performance measures could measure harbour activity such as the number of boat moorings, lengths of stay etc to provide a picture of the health and impact of the harbour.

We sampled some complaints received including one that was referred to the NDC Conservation Officer regarding the colour of ladders used in the harbour. The ladders used were correct and the complaint was replied to in a courteous, professional manner. The complaints/incidents log appears to be kept up to date, and records contain suitable detail. Four incidents are recorded this year to date, including a June 23 report of three passengers being injured (one seriously) on a RIB. This is being investigated by the Marine Accident Investigation Branch.

Additional income streams are being investigated including an electricity charging point being considered for the harbourside for boats and cars. One option would provide free installation with a percentage of income coming to NDC. The Sea School will have its own website and will self-promote when operational providing new income. The Watersports Hub and Lime Kiln Café / Bar will also contribute to enhancing public enjoyment of the area and bringing income to the local economy.

No.	Observation and Implications	Impact / Priority	Management Response	
4.1	Key Performance Indicators are not adding any value or providing any useful information, with the risk that customer service is unsatisfactory, or performance cannot be measures.	Medium	We will refer to the Harbour Board for consideration of the measures they would find beneficial.	
			Action Officer: Harbour Board	Due date: 10 May 2024

<p>4.2</p>	<p>A Business Plan for the Harbour was issued in Nov 2019 to cover 2020 – 23. A current Business Plan is not held specific for the Harbour, although there are elements in the Place, Property and Regeneration Service Plan and the Programme Management Office medium to long term plan.</p> <p>As a significant and discrete council asset of importance to the local economy, we consider a business plan would be beneficial in support consideration of the resources and priorities to maintain and develop it in the medium term. It should also link to business development and tourism objectives. This includes focus on how to make the harbour financially solvent, or at least reduce the annual debt being incurred. We note this is a requirement of some harbour authorities; this is not the case for this harbour.</p> <p>We note the new business plan produced for Salcombe Harbour as a good example.</p> <p>We are aware that the Harbour Board is to consider the need for a business plan.</p>	<p>Medium</p>	<p>We will refer to the Harbour Board for consideration of the need for a Business Plan.</p>	
	<p>Action Officer: Harbour Master</p>		<p>Due date: 10 May 2024</p>	

Scope and Objectives

The audit is intended to provide management with assurance that risks associated with the Harbour are managed effectively.

We will consider the following risk areas:

- Risk 1. Ineffective governance and oversight of the harbour operation.
- Risk 2. Failure to manage health, safety and security risks related to harbour facilities, equipment, infrastructure, harbour office etc. leading to downtime, loss of income, or injury.
- Risk 3. Failure to undertake effective financial management and increased fraud risks.
- Risk 4. Performance may not be monitored, leading to inefficiency or poor customer satisfaction.

Inherent Limitations

The opinions and recommendations contained within this report are based on our examination of restricted samples of transactions / records and our discussions with officers responsible for the processes reviewed.

Confidentiality under the National Protective Marking Scheme

This report is protectively marked in accordance with the National Protective Marking Scheme. It is accepted that issues raised may well need to be discussed with other officers with the Council, the report itself should only be copied/circulated/disclosed to anyone outside of the organisation in line with the organisation’s disclosure policies. This report is prepared for the organisation’s use. We can take no responsibility to any third party for any reliance they might place upon it.

Marking	Definitions
Official	The majority of information that is created or processed by the public sector. This includes routine business operations and services, some of which could have damaging consequences if lost, stolen or published in the media, but are not subject to a heightened threat profile.
Official: Sensitive	A limited subset of OFFICIAL information could have more damaging consequences if it were lost, stolen or published in the media. This subset of information should still be managed within the ‘OFFICIAL’ classification tier but may attract additional measures to reinforce the ‘need to know’. In such cases where there is a clear and justifiable requirement to reinforce the ‘need to know’, assets should be conspicuously marked: ‘OFFICIAL–SENSITIVE’. All documents marked OFFICIAL: SENSITIVE must be handled appropriately and with extra care, to ensure the information is not accessed by unauthorised people.

Definitions of Audit Assurance Opinion Levels

Definition of Recommendation Priority

Assurance	Definition		
Substantial Assurance	A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.	High	A significant finding. A key control is absent or is being compromised; if not acted upon this could result in high exposure to risk. Failure to address could result in internal or external responsibilities and obligations not being met.
Reasonable Assurance	There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited.	Medium	Control arrangements not operating as required resulting in a moderate exposure to risk. This could result in minor disruption of service, undetected errors or inefficiencies in service provision. Important recommendations made to improve internal control arrangements and manage identified risks.
Limited Assurance	Significant gaps, weaknesses or non-compliance were identified. Improvement is required to the system of governance, risk management and control to effectively manage risks to the achievement of objectives in the area audited.	Low	Low risk issues, minor system compliance concerns or process inefficiencies where benefit would be gained from improving arrangements. Management should review, make changes if considered necessary or formally agree to accept the risks. These issues may be dealt with outside of the formal report during the course of the audit.
No Assurance	Immediate action is required to address fundamental gaps, weaknesses or non-compliance identified. The system of governance, risk management and control is inadequate to effectively manage risks to the achievement of objectives in the area audited.	Opportunity	A recommendation to drive operational improvement which may enable efficiency savings to be realised, capacity to be created, support opportunity for commercialisation / income generation or improve customer experience. These recommendations do not feed into the assurance control environment.

Devon Audit Partnership

The Devon Audit Partnership has been formed under a joint committee arrangement comprising of Plymouth, Torbay, Devon, Mid Devon, South Hams & West Devon, Torridge, North Devon councils and Devon & Somerset Fire and Rescue Service. We aim to be recognised as a high-quality internal audit service in the public sector. We collaborate with our partners by providing a professional internal audit service that will assist them in meeting their challenges, managing their risks and achieving their goals. In conducting our work, we are required to comply with the Public Sector Internal Audit Standards along with other best practice and professional standards. The Partnership is committed to providing high quality, professional customer services to all; if you have any comments or suggestions on our service, processes or standards, the Head of Partnership would be pleased to receive them at tony.d.rose@devon.gov.uk

LYNTON AND LYNMOUTH TOWN COUNCIL

MINUTES OF A MEETING OF THE HARBOUR SUB-COMMITTEE HELD AT LYNTON TOWN HALL ON WEDNESDAY 24 APRIL 2024 AT 5.00PM

Present	Councillors C Sleep (Chairman) A Rodway
Officers	Harbour Master – G Carlo-Paat Town Clerk, Town Council Secretary
Also in attendance:	N Davey W Bowden M Piper P Wakeham R Perry P Minoli N Clarke W Bartlett
	M Shute T Piper S Pugsley A Glover R Cluett S Minoli S Windsor

1. APOLOGIES for absence

Apologies were received from Councillor Logan and Jon Triggs (NDC) along with Harbour Users; A Mold and H & D Stoate.

2. PUBLIC QUESTION TIME

15 Harbour users were present.

N Davey asked about the possibility of CCTV in Harbour. Harbour Master (HM) will be bringing someone to check feasibility in June.

T Piper expressed concern about the air ambulance needing to land on Manor Green when the gates are locked. Town Clerk will speak to Rock House with regard to placing a key cabinet on the wall of Rock House.

W Bowden asked about temporary moorings at the sharp end of harbour for dinghy's during fine days, so they don't have to be put back in the dinghy park. This item will be placed on Estates & Amenities in May.

P Minoli was pleased to see the algae has been treated on harbour arm, and asked about the frequency going forward. Planned for 6 weeks like Ilfracombe

W Bowden asked whether there was any news on the treatment of the steps opposite Rising Sun. Town Clerk is awaiting the liquid treatment from HM.

3. MINUTES

The minutes of the meeting 24 January 2024 were confirmed as an accurate record and signed as such by the Chair

4. NDC HARBOUR BOARD

Harbour Board minutes of 6 February are attached to the signed minutes. Next meeting of the Harbour Board will be on 7 May 2024.

LYNTON AND LYNMOUTH TOWN COUNCIL

5. **MOORINGS ALLOCATION**

Nothing to report apart from the item in Public Question Time about temporary moorings at the sharp end of harbour during the summer months.

6. **HARBOUR SAFETY & COMPLIANCE**

a. **Feedback on Public Consultation on Harbour Empowerment Order**

Harbour Master reported a good response and at present all feedback is being collated by the solicitor.

b. **Report from Zurich, immediate works on harbour chain necessary**

Mooring chain 04, the first 26 links are worn and a D clasp. On order and should be renewed before end May.

c. **Lobster Pots impeding public access on Rhenish Pier**

As a result of the quarterly safety audit, the pots stacked on the pier in a double line and triple stacked need to be reduced for H&S compliance.

7. **HARBOUR MAINTENANCE**

a. **Algae treatment on slipway and harbour arm**

This has taken place and has worked well.

b. **Water leakage through the highway wall**

This item has been referred to Environment Agency to liaise with the Highways Authority.

c. **Lower landings and groynes replacement**

HM asked if it would be beneficial for the lower landings to be open, this was affirmative. One suggestion was to repair the [closed] Rhenish Pier steps for access at mid/low tide. HM asked for ideas regarding adapting groynes for improved performance and will explore grant funding for such capital projects and wishes to work closely with Harbour users.

8. **USERS WORKING GROUP**

No updates other than a request for the skip promised on a previous occasion. The Group will remove all old chains from harbour floor. Council will place a skip but await a date from the Users Working Group.

9. **SAILING CLUB**

The regatta will take place on 19 and 20 July, and would include a visiting Shanty group from Netherlands. The Overland Launch re-enactment was a great success. The boat house for the 'Gilbey' is progressing well.

10. **NEXT MEETING**

Will be held on **Wednesday 24 July 2024, 5pm in Lynton Town Hall.**