



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 Platinum Room - Larkstone Water Sports Hub on **TUESDAY, 5TH NOVEMBER 2024 at 2.00 pm.**

Members of the Harbour Board

Councillor Wilkinson (Chair)

Councillors Patrinos, 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 August 2024 (Pages 7 - 12)
(attached)
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 Emergency Planning Officer (attached)
7. **Ilfracombe and Lynmouth Harbour's Budget Trading Accounts** (Pages 17 - 20)
Report by Account Manager (attached)
8. **Harbour Charges review 2025/26** (Pages 21 - 28)
Report by Harbour Master (attached)
9. **Designated Persons Annual Report 2024** (Pages 29 - 48)
Report by Harbour Master (attached)
10. **Recruitment of Independent Member to Harbour Board** (Pages 49 - 50)
Report by Harbour Master (attached)
11. **Marine Safety Plan**
Harbour Master to report
12. **Aids to Navigation**
Harbour Master to report
13. **Infrastructure Update**
Harbour Master to report
 - (a) Environmental Consideration
Harbour Master to report
14. **Future Projects**
Harbour Master to report
15. **Ilfracombe Harbour Advisory Committee**
Harbour Master to report.
16. **Lynton and Lynmouth Town Council Harbour Sub-Committee minutes** (Pages 51 - 54)
To note the minutes of the last Lynton and Lynmouth Harbour Sub-Committee minutes (attached)

17. **To Consider Future Dates of the Harbour Board**

RECOMMENDED to agree the following future dates of the Harbour Board:

- Tuesday 6 May 2025 at 2.30 pm
- Tuesday 5 August 2025 at 2.30 pm
- Tuesday 4 November 2025 at 2.30 pm
- Tuesday 3 February 2026 at 2.30 pm

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

28.10.24



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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.

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NORTH DEVON COUNCIL

Minutes of a meeting of Harbour Board held in the Ilfracombe Centre - Ilfracombe on Tuesday, 6th August, 2024 at 2.00 pm

PRESENT: Members:

Councillor Wilkinson (Chair)

Councillors Williams and Wilson

Co-opted Members:

Martin Cleary, Bert Gear, Tim Gibbs and Nigel Thomas

Officers:

Ilfracombe Harbour Master and Director of Resources and Deputy Chief Executive

14. APOLOGIES FOR ABSENCE

Apologies for absence were given from Kevin Harris Lynton and Lynmouth Town Clerk.

15. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 7 MAY 2024

RESOLVED that the minutes of the meeting held on 7 May 2024 (circulated previously) be approved as a correct record and signed by the Chair.

16. 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, should be considered as a matter of urgency.

17. DECLARATIONS OF INTEREST

There were no declarations of interest announced.

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

The Harbour Master advised the Board of the sad passing of Mark Sylvester. The Board extended their condolences to the family.

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

The Designated Person highlighted the following:

- Additional members of staff attended the recent audit inspection meeting, The Environmental Health Manager and the Emergency Planning Officer as this team had now taken over responsibility for Health and Safety at the Council.
- The quarterly audit inspection was carried out at both harbours on 8 July 2024.

Actions completed since last inspection – Ilfracombe

- The Harbour Master would be presenting a report to the Board regarding the Constitution for the formation of the Harbour Advisory Committee.
- The Harbour Master would be presenting the Business Plan for Ilfracombe Harbour.
- Works to stabilise the Cove cliff face had been completed.
- Signage had been installed to indicate no public access beyond the yellow line with regards to edge protection risks on Old Quay Head.

Risk Management – Ilfracombe

- An internal audit of the following topics was carried out this quarter; there were no non-conformities or non-compliances:
 - (i) Marine Safety Management System
 - (ii) Marine Emergency Plan Emergency Planning (OPRC/Site Emergency)
 - (iii) Aid to Navigation Aids and Wrecks.
- The bulged wall at Stone Bench was continuing to be monitored by the Harbour Master. There was no further movement of stonework and the catchment netting was working as intended. The Senior Engineer would carry out a thorough check on the wall in October 2024 and re-tender if works were required.
- An additional set of wording was still required along the edge protection line on the Cove side of the Harbour.
- The final report from the Royal Life Saving Society regarding the potential use of the “Sea Pool” area by members of the public had been chased up but was still outstanding. As soon as it was received, the report would be referred to the Council’s Senior Management Team for a final decision.

Actions Completed since last inspection – Lynmouth

- The work to rectify the trip hazards on the Rhenish Tower walk way had been completed and the walk way has reopened to the public.
- The algal growth along the edge of the slipway, the Harbour Arm and the steps down from the Harbour Arm had been treated and removed. Removal would be repeated every four to six weeks as necessary.

Risk Management – Lynmouth

- The Training Policy required reviewing and updating to be relevant to the current non-Statutory Harbour Authority situation with Lynmouth Harbour. Some training of the Town Clerk was still required.
- An internal audit of the following topics was carried out this quarter. There were no non-conformities or non-compliances, given that Lynmouth was not currently a Statutory Harbour Authority:
 - (i) Marine Safety Management System
 - (ii) Marine Emergency Plan Emergency Planning (OPRC/Site Emergency)
 - (iii) Aids to Navigation and Wrecks
- The remedial work to the stone steps (near the Rising Sun pub) was still outstanding as the most appropriate material to complete the works had yet to be agreed.
- The Senior Engineer has recently received the report of the Lynmouth Study, carried out by Royal Haskoning DHV. A meeting would be arranged to agree on any action that was needed as a result of the findings.
- The issue of seawater pouring through the joints between the stones, along a stretch of the sea wall, had been raised with Devon County Council Highways. The Town clerk would chase up a response.

Health and Safety at Ilfracombe Harbour continued to be proactively managed by the Harbour Master. No new risks were identified during this audit although there were some matters which were still ongoing, due to their nature.

The status of Lynmouth Harbour as a Statutory Harbour Authority was still progressing, therefore, there were still some aspects of the Port Marine Safety Code that did not apply. No new risks were identified during this audit although there were some matters which were ongoing.

RESOLVED that the findings of the Quarterly Designated Person Port Marine Safety Code Audit be noted.

19. ILFRACOMBE AND LYNMOUTH HARBOUR'S BUDGET TRADING ACCOUNTS

The Board considered the Ilfracombe and Lynmouth Harbours' Budget Trading Accounts (circulated previously) by the Finance Manager.

The Director of Resources and Deputy Chief Executive highlighted the following:

- The operating figure included income from visiting boats, sale of fuel, kiosks, rental properties on the Harbour and the Watersports centre.
- There were no budget forecast variations expected.
- There was a higher expenditure figure last year due to unanticipated expense along Old Quay Head.
- The Lynmouth forecast figure was online to be within budget and there were no expected variances.

RESOLVED that the budget accounts be noted.

20. FORMATION OF THE ILFRACOMBE HARBOUR ADVISORY COMMITTEE

The Board considered a report by the Harbour Master (circulated previously) regarding the Formation of the Ilfracombe Harbour Advisory Committee.

The Harbour Master highlighted the following:

- Meetings had taken place with the Harbour Masters of Yarmouth and Looe to discuss how to set up an Advisory Board.
- The Council were obligated to have this independent Advisory Committee and had been set up in line with the Ports Good Governance Guidance (PGGG).
- As the Advisory Committee was independent of the Council and the Harbour Board, they would become a Statutory Consultee.
- Representatives from the following organisations would be invited to sit on the Committee:
 - Ilfracombe Fishing Association
 - Commercial Day Trip Vessels
 - Ilfracombe Yacht Club
 - Private Independent Vessels Owners
 - Ilfracombe Anglers Association
 - Local Dive Clubs
 - The RNLI
 - Larkstone Hub Watersports Clubs
 - Larkstone Hub Commercial Watersports Operators
 - Harbour Businesses
 - Environmental Representative
 - Ilfracombe Town Council
 - Ilfracombe Business and Tourism Association
 - Harbour Residents
- Each stakeholder Group would have one equal vote.
- A Chair could be elected at a meeting to give flexibility.
- The Committee would report directly to the Harbour Board and onto full Council.
- Harbour Board Members would not be allowed to sit on the Advisory Committee.
- Six members would need to be present at a meeting to have a quorum.

RECOMMENDED that the Constitution for the Independent Harbour Advisory Committee be approved at Full Council with the following additions:

- (a) Representatives from groups in the immediate vicinity of the red line be allowed to sit on the Committee;
- (b) A Secretary/Minute Taker would be appointed for the three year term;
- (c) Meetings would be held four weeks in advance of timetabled Harbour Meetings; and
- (d) The Constitution be considered by the Council's Monitoring Officer.

21. ILFRACOMBE HARBOUR BUSINESS PLAN

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

The Harbour Master highlighted the following:

- This was the final version as a result of previous meetings. It was a more flexible plan and would be a rolling plan – it was set out for five years but would be reviewed annually.
- The customers referred to in Appendix A, section 10 of the report, “Number of Customer satisfaction surveys” were the visiting boats.

In response to whether there could be a reference made in the plan to the Health and Safety and Environmental regulations under the Statutory Responsibility in Appendix A, section 5 of the report, the Harbour Master confirmed this could be added.

RESOLVED that the Ilfracombe Harbour Business Plan be adopted.

22. MARINE SAFETY PLAN

The Board received an update from the Harbour Master regarding the Marine Safety Plan.

The Harbour Master advised of the following:

- An incident had been recorded whereby a women boarding a vessel had slipped and injured her back. The passenger had not fully disclosed her medical situation. The Harbour Master was happy the Safety Plan was working.
- Amendments were underway to the Bunkering Standard Operating Procedure document looking at how best to facilitate the landing of boats.

In response to concerns that a visiting ship didn't have very robust embarking/disembarking procedures, the Harbour Master advised that she had raised her concerns with them.

The Board noted the update.

23. AIDS TO NAVIGATION

No update was given.

24. INFRASTRUCTURE UPDATE

The Board received an update from the Harbour Master in relation to Infrastructure.

The Harbour Master highlighted the following:

- There was no more uplift of funds from the Marine Management Organisation (MMO).
- The current application in relation to the landing Davits would receive 75% of the original £24,000 approved.
- That level of funding would not be sufficient for five landing Davits as previously planned.

- The Harbour Master would speak to the Harbour users again to find out what would work.

The Board noted the update.

25. ENVIRONMENTAL CONSIDERATION

No update was given.

26. FUTURE PROJECTS

The Board received an update from the Harbour Master in relation to Future Projects.

The Harbour Master reported the following:

- The Sea School was progressing well.
- Sea Fish was a fully funded fishing training course that required an element of firefighting training.
- The only two locations that were rated as foam extinguisher premises was Chivenor and Brynsworthy Environment Centre.
- Once the recycling hall facility upgrade works had been completed the possibility of using the yard at Brynsworthy to run, a half-day firefighting course would be explored.
- New funding streams needed to be found ahead of any new projects could be considered.

The Board noted the update given.

27. LYNTON AND LYNMOUTH HARBOUR COMMUNITY FORUM

The Board considered the minutes of the Lynton and Lynmouth Harbour Sub-Committee, (circulated previously).

RESOLVED that the minutes of the Lynton and Lynmouth Town Council Harbour Sub-Committee held on the 24 July 2024 be noted.

Chair

The meeting ended at 3.16 pm

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

HARBOUR BOARD MEETING: 5th November 2024

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

Ilfracombe – 11th October 2024

Captain Georgina Carlo-Paat (Harbour Master)
Jon Triggs (Director of Resources & Deputy Chief
Executive)
Tara Jenkins (Senior Engineer)
Alex Miles (Emergency Planning Officer)
Pamela Charles (Contract/Temporary H&S Adviser)

Lynmouth - 11th October 2024

Captain Georgina Carlo-Paat (Harbour Master)
Jon Triggs (Director of Resources & Deputy Chief
Executive)
Tara Jenkins (Senior Engineer)
Alex Miles (Emergency Planning Officer)
Pamela Charles (Contract/Temporary H&S Adviser)

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.
- 1.3 Old Quay Head works have been completed and the Senior Engineer will be able to issue a certificate end of November.

2. ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- ILFRACOMBE

- 2.1 The Governance Committee held on the 23rd September 2024 agreed to the establishment of a formalised advisory board (the Ilfracombe Harbour Advisory Committee), made up of harbour users, to ensure compliance with the Ilfracombe Harbour Revision Order. The update to delegated powers to the Harbour Board was required in order that it had the power to formally approve appointments to the advisory board.
- 2.2 Grating over steps to First Landing on Pier Head has been replaced with grating of a composite material, other gratings will be replaced to match.

- 2.3 Additional signage added to the steps to First Landing, prohibiting fishing and crabbing.
- 2.4 Mooring bollards have been tested to 10 ton capacity.

3. RISK MANAGEMENT- ILFRACOMBE

- 3.1 An internal audit of the following topics was carried out this quarter; no non-conformities or non-compliances were identified
 - i. Legislation, (Acts, Harbour Revision Orders, Byelaws) and Directions,
 - ii. Conservancy (survey, dredging),
 - iii. Duty Holder and DP (Designated Person) Function,
 - iv. Competency and Training
- 3.2 The bulged wall at Stone Bench is continuing to be monitored by the Harbour Master. There has been further movement and works will be required to address the issue. The Senior Engineer will obtain quotes for the work, likely to be carried in February/March 2025 (weather dependent).
- 3.3 An additional set of wording still requires painting along the edge protection line on the Cove side of the Harbour. Two new cranes will be installed on the Cove side, which will require the white line to be repainted. Wording will be added at this time. Likely to be completed March 2025.
- 3.4 Loose fender noted on Pier Head. Investigation revealed only two brackets on this fender and washers had perished. Investigation of other fenders on pier head noted washers had also perished. Work to be carried out by Teignmouth Maritime Services to rectify matter.
- 3.5 Harbour Master is sourcing new hand rails for the steps down to First Landing, along with some non-corrosive railings. It was discussed at the Harbour Visit on the 11th October whether two or three rails would be required, it was agreed two would be sufficient for safety.
- 3.6 Works to Cove Cliff face have been signed off. As part of a rolling programme of inspections vegetation is to be removed to allow the inspection of bolts and nuts. This will be an annual programme starting across council assets next spring.
- 3.7 Boats out on Pier side on the 22nd October and Cove side 28th October.

4. ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- LYNMOUTH

- 4.1 White line has been painted across the edge of the step onto the slipway and across the top of slip way.

4.2 Foreman vacancy has been filled with a “Leading Hand”.

5. RISK MANAGEMENT – LYNMOUTH

5.1 An internal audit of the following topics was carried out this quarter.
One non conformity was identified in relation to the training required by Town Clerk and outside workforce.

- i. Legislation, (Acts, Harbour Revision Orders, Byelaws) and Directions,
- ii. Conservancy (survey, dredging),
- iii. Duty Holder and DP (Designated Person) Function,
- iv. Competency and Training

5.2 With regard to the Lynmouth Study carried out by Royal HaskoningDHV. There has been further significant works, and the Consultant has undertaken additional assessment of wave impact & overtopping and additional analysis of the Causeway. This has led to extra delay, and the Senior Engineer is awaiting the Stage 2 draft of the report.

5.3 The issue of seawater pouring through the joints between the stones along a stretch of the sea wall, has been raised with Devon County Council Highways Department, however no response has yet been received. Designated Person to chase a response.

5.4 There is still evidence of algal growth on Rising Sun steps and the edge of the slip way. Seaweed was also observed on the lower steps of the Harbour Arm this needs to be removed and treated as part of a rolling process and should be repeated every four to six weeks or as necessary.

5.5 Application for CCTV on Rhenish Tower has been accepted by Exmoor national park for changes to a listed structure. No decision received

5.6 Rising Sun steps require remedial work to prevent further deterioration. Harbour Master has obtained quotes for this work. It is hoped these works will be carried out before year end.

5.7 With regard to the damaged stonework on the overflow holes at the top end of the Harbour they will be repaired as part of an Environment Agency Project.

6. CONCLUSIONS

6.1 Health and Safety at Ilfracombe Harbour continues to be proactively managed by the Harbour Master. Some new risks were identified during this audit but all have action plans to resolve.

Agenda Item 6

- 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.
- 6.3 Health and Safety at Lynmouth Harbour is the currently managed by the Town Clerk. Some new risks were identified during this audit and an action plan has been agreed to address these. There are some matters which are ongoing and these are being actively followed up.

Alex Miles
Emergency Planning
October 2024

Ifracombe Harbour

	Budget	Quarter 1 - Actual	Quarter 2 - Actual
Operating Income ^{(1) (3)}	(480,780)	(136,368)	(191,245)
Operating Expenditure & Maintenance ^{(2) (4)}	596,220	152,438	241,192
Overheads	32,100	7,075	7,075
	<u>628,320</u>	<u>159,513</u>	<u>248,267</u>
Operating Deficit / (surplus)		23,145	57,021
Contribution to reserves			
Bad Debt movements			
Interest			
	<u>0</u>	<u>23,145</u>	<u>57,021</u>
Net Deficit / (Surplus)	<u>0</u>	<u>23,145</u>	<u>57,021</u>

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Lynton & Lynmouth Harbour

	Budget	Quarter 1 - Actual	Quarter 2 - Actual
Operating Income	(4,872)	(3,150)	(1,086)
Operating Expenditure & Maintenance	7,977	1,677	608
Overheads	44,349	9,959	10,981
	<u>52,326</u>	<u>11,636</u>	<u>11,589</u>
Operating Deficit/ (Surplus)	<u>47,454</u>	<u>8,486</u>	<u>10,503</u>
Net Deficit / (Surplus)	<u>47,454</u>	<u>8,486</u>	<u>10,503</u>

Quarter 3 - Forecast	Full Year Forecast	Total - Forecast
(76,583)	(76,583)	(480,780)
101,295	101,295	596,220
8,975	8,975	32,100
<u>110,270</u>	<u>110,270</u>	<u>628,320</u>
<u>33,687</u>	<u>33,687</u>	
<u>33,687</u>	<u>33,687</u>	<u>147,540</u>
<u>33,687</u>	<u>33,687</u>	<u>147,540</u>

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Quarter 3 - Forecast	Full Year Forecast	Total - Forecast
(318)	(318)	(4,872)
2,846	2,846	7,977
11,705	11,705	44,349
<u>14,551</u>	<u>14,551</u>	<u>52,326</u>
<u>14,233</u>	<u>14,233</u>	<u>47,454</u>
<u>14,233</u>	<u>14,233</u>	<u>47,454</u>

(1) The budget for operating income shows the sale of gas oil as a gross figure - £338,800

(2) The budget for operating expenditure and maintenance shows the sale of gas oil as a gross figure - £324,500

Points 1 and 2 shows that North Devon Council is due to make a budget surplus through the sale of gas oil by
£14,300

(3) Following the opening of the Ilfracombe Watersports Centre and Ilfracombe Sea School, we have now introduced the operating income from both of these streams into the trading account.

(4) Following the opening of the Ilfracombe Watersports Centre and Ilfracombe Sea School, we have now introduced the operating expenditure and maintenance from both of these streams into the trading account.

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North Devon Council

Report Date: Tuesday, 5 November 2024

Topic: Harbour Charges review 2025/26

Report by: Ilfracombe Harbour Master

1. INTRODUCTION

- 1.1. The Harbour Board have delegated authority to recommend changes to Harbour mooring and relevant miscellaneous charges to Full Council and it is considered that there are sufficient grounds to raise Harbour charges for the 2025-2026 financial year.
- 1.2. Rising maintenance costs and continuing pressure on the public purse require due consideration

2. RECOMMENDATIONS

- 2.1. It is recommended that all mooring dues are increased by 2.2% and relevant miscellaneous charges are increased by 2.2% or held at current rates.

3. REASONS FOR RECOMMENDATIONS

- 3.1. The continuing rises in the cost to repair, upgrade and to maintain the Harbour facilities for stakeholders and visitors have been mainly borne by NDC resources. It is felt that users of the Harbour and its facilities should continue to help bear part of these incurred costs

4. REPORT

- 4.1. Harbour charges are reviewed annually by the Harbour Board. The CPI for September 2024 was 2.2% and this is reflected in the recommendation of charges for the coming financial year.
- 4.2. It is recommended that some charges are rounded to enable easier on site collection.
- 4.3. It is recommended that, with due consideration to the current economic environment, the launch & storage charges are held at the current rates.

4.3. Options Considered:

- 4.3.1. Hold all Charges at 2024-25 rates.

4.4. Reasons for rejecting options:

- 4.4.1. Rejecting 4.3.1, holding all charges at 2024-25 rates has been rejected as it fails to take into account the increasing financial burden of Harbour costs and improving services.



4.5. Consultation:

4.5.1. Consultation will be held once review has been approved by the Harbour Board

4.6. Conclusion:

4.6.1. The income generated by the Harbour needs to increase to keep pace with inflation and increasing maintenance and service provision costs.

4.6.2. This is not considered to be a key decision

5. RESOURCE IMPLICATIONS

5.1. The recommendation will increase revenue at the forecasted rate of inflation and will help Ilfracombe Harbour to keep in touch with its competitors

5.2. There are no manpower implications contained within this report

6. EQUALITIES ASSESSMENT

6.1. There are no equalities implications anticipated as a result of this report

7. ENVIRONMENTAL ASSESSMENT

7.1. Having undertaken the Environmental Assessment Checklist. There are no environmental implications arising from these policy proposals.

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 Annexe 1 paragraph:1

9.2. Delegated power?

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).

- 11.1. 2024-25 Harbour Charges

12. STATEMENT OF INTERNAL ADVICE

The author (below) confirms that advice has been taken from all appropriate Councillors and Officers

Capt. Georgina Carlo-Paat MBE, Ilfracombe Harbour Master

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ILFRACOMBE HARBOUR

Charges 2025 – 2026

MOORING LICENCE HOLDERS

	<u>Per ft.(loa)</u>	<u>Per metre(loa)</u>
<u>Ground Moorings</u>		
Under 14ft Beam per annum	£21.64	£70.98
14ft or Over Beam per annum	£27.01	£88.61
<u>Commercial Vessels with Ground Moorings</u>		
Under 14ft Beam per annum	£25.62	£84.00
14ft or Over Beam per annum	£32.08	£105.19
<u>Fishing Vessels with Harbour Wall Moorings</u>		
Under 14ft Beam per annum	£33.84	£110.97
14ft or Over Beam per annum	£42.28	£138.77
<u>Commercial Vessels Carrying More than 12 Passengers with Wall Moorings</u>		
Under 14ft Beam per annum	£34.98	£114.77
14ft or Over Beam per annum	£44.67	£143.01
<u>Rowing Boats (with no other means of propulsion)</u>		
	£10.81	£35.47

VISITING VESSELS

<u>Visiting Boats</u>	<u>Per ft.(loa)</u>	<u>Per metre(loa)</u>
Per day	£ 0.67	£ 2.22
Per week	£ 4.11	£13.44
Per fortnight	£ 7.19	£ 23.61
Per 21 days	£ 10.12	£ 33.05
Per month	£ 13.83	£ 45.31
Per summer (3 months)	£ 35.02	£ 114.78

ILFRACOMBE HARBOUR

Appendix a

Charges 2025 – 2026

PASSENGER VESSELS

Mooring Fees for Passenger Vessels (overnight stop only)

Per day Per Foot	£0.58
------------------	-------

Harbour Dues for Passenger Vessels (per visit)

Per GRT	£0.09
---------	-------

Per PAX	£0.42
---------	-------

(The GRT element of Harbour Dues is not paid if remaining alongside overnight when mooring fees become payable)

MISCELLANEOUS CHARGES

Stop and Shop

< 4 Hours	£10.00
-----------	--------

Cargo

Per Tonne Loaded/disembarked	£1.00
------------------------------	-------

Launch Charge (no trailer)

Per day	£10.00
---------	--------

Per week	£60.00
----------	--------

Six Monthly	£95.00
-------------	--------

Launch + Trailer Park

Per day	£15.00
---------	--------

Per week (Day Use)	£75.00
--------------------	--------

Six Monthly (Day Use)	£155.00
-----------------------	---------

ILFRACOMBE HARBOUR

Charges 2025 – 2026

Dinghy/Kayak Storage

Dinghy for Mooring Licence Holder	Per annum	£70.00
Kayaks or Non Licence Holder Dinghy	Per annum	£80.00

Electricity

Cables (with marine connections) Available on request

Water

Hoses (with Harbour connector) Available on request

Winter Storage for Boats (Non mooring licence holders)

Contact Harbour Office for availability

Note:

Harbour Charges are payable within the Harbour Authority area in accordance with and under the provisions of The Harbours Act 1964 ss. 26-31.

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North Devon Council

Report Date: Tuesday, 5 November 2024

Topic: Designated Persons Annual Report 2024

Report by: Ilfracombe Harbour Master

1. INTRODUCTION

- 1.1. The Port Marine Safety Code (PMSC) states that an organisation must publicly report on the PMSC performance annually.
- 1.2. The annual report has been formatted as a standalone document for ease of reference and to comply more fully with the requirements of the code.

2. RECOMMENDATIONS

- 2.1. That the 2024 annual report is accepted in compliance with the PMSC

3. REASONS FOR RECOMMENDATIONS

- 3.1. To inform the Duty Holders of how the Harbours have acted for the previous year and to comply with the Duty Holders obligations under the PMSC

4. REPORT

- 4.1. The annual report sets out the main areas of the PMSC and reports on the Harbours performance for the given financial year.
- 4.2. The report also includes the financial status of both Harbours.

5. RESOURCE IMPLICATIONS

- 5.1. There is a no financial implication contained within this report
- 5.2. There are no manpower implications contained within this report

6. EQUALITIES ASSESSMENT

- 6.1. There are no equalities implications anticipated as a result of this report.

7. ENVIRONMENTAL ASSESSMENT

- 7.1. Having undertaken the Environmental Assessment Checklist. 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 Annexe 1 paragraph:1
- 9.2. Delegated power

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).

- 11.1. Port Marine Safety Code
- 11.2. Harbour Board Annual Report 2023

12. STATEMENT OF INTERNAL ADVICE

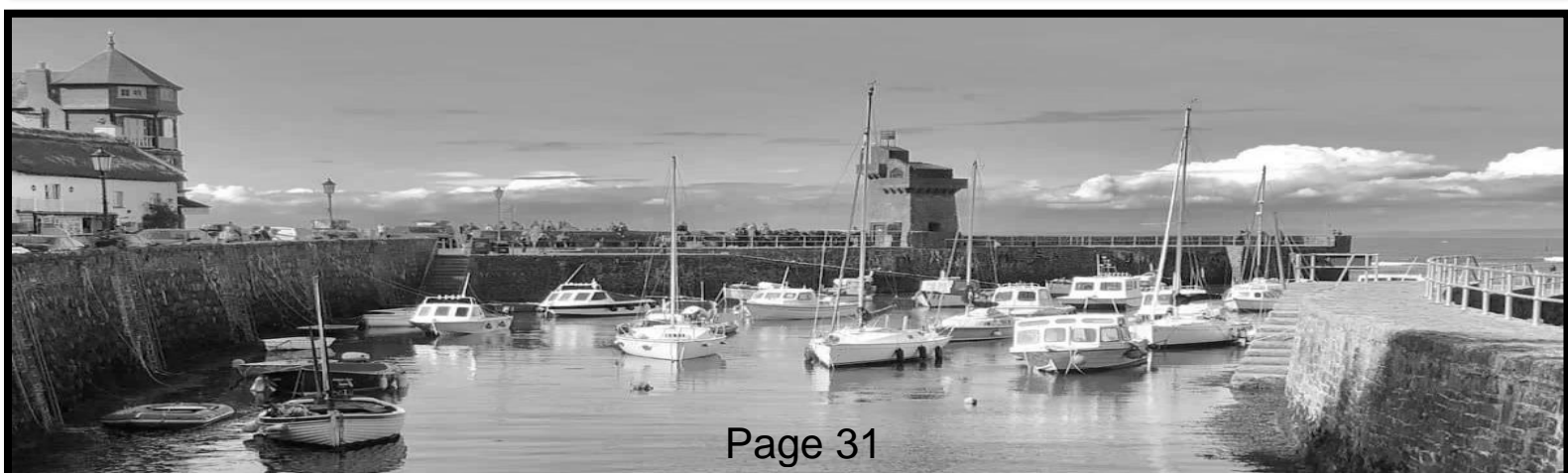
- 12.1. The author (below) confirms that advice has been taken from all appropriate Councillors and Officers:
- 12.2. Capt. Georgina Carlo-Paat MBE Ilfracombe Harbour Master



HARBOUR BOARD

Annual Report 2024/25

November 2024



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I would like to preface my report as Chairman of the Harbour Board by praising the sterling efforts undertaken this year by our excellent staff both at the harbour itself and also by the officers back at Brynsworthy. The ultimate responsibility for the efficient running of Ilfracombe harbour lies with Capt. Georgina Carlo-Paat MBE, ,George, our well respected harbour master and maritime advisor to Lynmouth Harbour. Whilst they both have different needs and attractions, they are very much the jewels in the crown along our wonderful coastline.

I welcome the recent addition to the board of a representative from Lynmouth and look forward to working with him this year.

In September we were delighted to host the annual conference and study visit of the LGA Coastal Issues Group. The three day programme showcased all that is good about our coastal communities but also highlighted the areas that still need attention. It was based around Ilfracombe Harbour and the presentations given by our officers impressed the 30 delegates with their professionalism and foresight.

I look forward to another productive and efficiently run year at the harbours both as a commercial fishing centre and as a much loved destination for visiting vessels.

I hope this Annual Report will reflect our Boards' determination to provide viability, accountability, and transparency for the maritime assets we manage.



THE HARBOUR BOARD

The Board consists of nine members, with five being North Devon District Councillors and four Independent Board members who are appointed following a skills audit. The board is actively seeking an addition independent member to represent Lynmouth which will bring the total board members to ten.

The Harbour Board has been set up following best practice which was identified in the Municipal Ports Review and it operates as a committee of the Full Council. The Harbour Board is a non- executive function and reports to the Full Council.

Its role and function is described in the Councils constitution. It is a requirement under the constitution and the Port Marine Safety Code (The Code) that the Harbour Board will provide an annual report to North Devon District Council who are the Harbour Authority and Duty Holder on how it is managing the Harbours in a manner that is consistent with relevant policies, plans and legislation.

Over the last twelve months the Harbour Board has considered a number of issues.



Agenda Item 9

PORT MARINE SAFETY CODE

The Port Marine Safety Code (The Code) is primarily aimed at the 'Duty Holder' (i.e. Full Council) who is directly accountable for marine safety in harbour waters.

The Code was updated in November 2016 and sets out a national standard for every aspect of port marine safety. Its aim is to enhance safety for everyone who uses or works in the UK port marine environment. It is endorsed by the UK Government, the devolved administrations and representatives from across the maritime sector and whilst a failure to comply is not an offence in itself, a link may be drawn between a failure to implement the principles of the Code and prosecution under the Health and Safety legislation, therefore these bodies have a strong expectation that all harbour authorities will comply.

The Code is intended to be flexible enough so that any size of harbour or marine facility will be able to supply its principles in a way that is appropriate and proportionate to local requirements.

The new Code considers ten key areas which are, Duty Holder, Designated Person, Legislation, Duties and Powers, Risk Assessment, Marine Safety Management System, Review and Audit, Competence, Plan and Aids to Navigation.

The accompanying Guide to Good Practice on Port Marine Operations was updated in April 2018. This guide is intended to support and supplement the Port Marine Safety Code and contains useful information and more detailed guidance on a number of issues relevant to the management of port facilities.

A letter of compliance with the code, which is required every three years, this

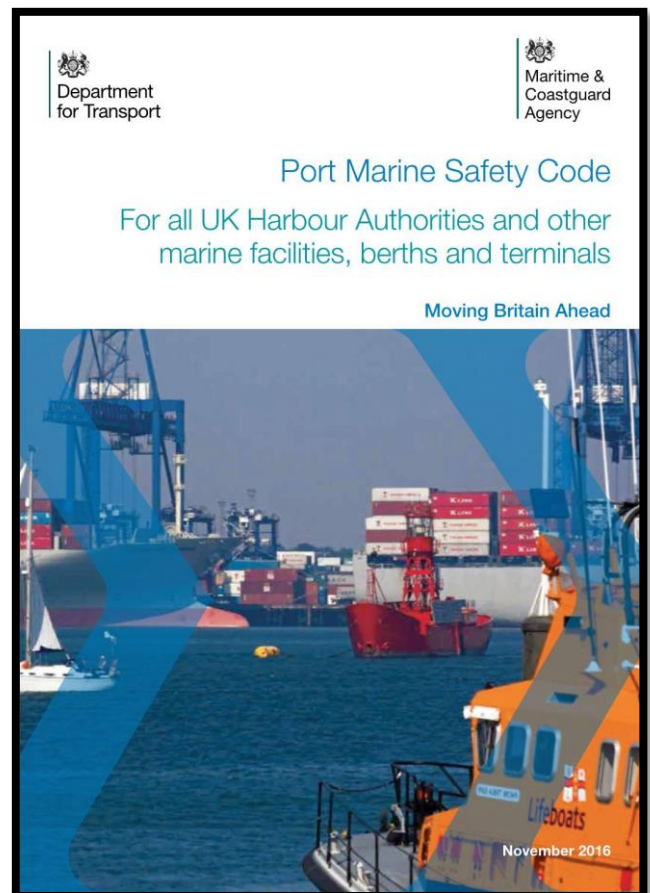
was sent by the ~~Appendix~~ of North Devon District Council to the Maritime Coastguard Agency dated 3rd of February 2021 which is valid until February 2024.

The next date of compliance has not yet been released by the MCA, once it has we will be submitting our compliance at that time.

Both Harbours underwent the three yearly external audit in July 2023 and the findings have now been implemented.

I am hopeful that at the next round of compliance we will be able to report that Lynmouth is in compliance with the code.

The MCA have been working on a new edition of the PMSC and Guide which is due for release in the near future.



OIL SPILL CONTINGENCY PLAN

These five year plans are a requirement under the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998 which requires contingency plans for any harbour or oil handling facility offering berths alongside, on buoys or at anchor, to ships of over 400 GT or tankers (oil or chemical) of over 150 GT. Due to Ilfracombe's geographical position, Historical structures and surrounding areas of AONB and SSSI, Ilfracombe Harbour is required to hold an Oil Spill Contingency Plan (OSCP)

There is a need to be capable of responding to a Tier 1 oil spill, together with holding the appropriate stock of equipment, have a formal agreement in place for a Tier 2 response together with adequate training

of the required Commanders and 1st Responders and exercising of the plan Ilfracombe's OSCP was approved by the Maritime and Coastguard Agency (MCA) in September 2022 and is valid until September 2027. Both the Harbour Master and their Deputy are trained 4P Commanders and we have 5 trained 2P 1st Responders.

To date Ilfracombe Harbour is in full compliance with the OSCP requirements.

Our Tier 2 contractors are Ambipar Response Limited.

There is no legal requirement for Lynmouth Harbour however, Ambipar is contracted to respond to all pollution events under the authority of North Devon Council this would include Lynmouth Harbour.

PORT WASTE MANAGEMENT PLAN

The Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 are applicable to any harbour or terminal within the UK. Every harbour authority operator has to provide waste reception facilities adequate to meet the needs of vessels normally using the harbour without undue delay to those vessels.

In addition to the provision of facilities, there is also a requirement to produce Port Waste Management Plans, valid for three years, for the harbours managed by the Council.

Ilfracombe Harbour submitted the plan for revalidation in May 2022 and was approved by the MCA 27th February 2023. The next submission is due February 2026.

MARINE EMERGENCY PLAN

The Plan is prepared in accordance with the legal obligations placed on authorities that are contained within:

- The Dangerous Substances in Harbour Areas regulations 1987 (Regulations 26,27 and 28)
- Control of Industrial Major Accident Hazard Regulations 1984
- Public Health (Ships) Regulations 1979

On 23rd October the plan was exercised in conjunction with the passenger ship Oldenburg, the Fire Brigade, SWAST and the Coastguard in a multi-agency exercise. The plan has been updated accordingly.

ILFRACOMBE HARBOUR BUSINESS PLAN

In December 2023 the Harbour underwent an audit with the Devon Audit Partnership, DAP, the report was overall complimentary reporting substantial to reasonable assurances to the Harbour Authority. One of the areas that was highlighted as reasonable was the element of performance monitoring and it was observed that the Board could consider re introducing a Business Plan to bring together the different monitoring streams currently being used. At the August Harbour Board meeting the finalised plan was submitted for consideration and this has been approved as a rolling 5 year plan and supersedes the Development Strategy 2012-2026.

The Harbour Board are committed to keeping its Business Plan under review and updating it as necessary to provide a current document which informs potential developers and planners. This plan will reflect the changing circumstances and enabling the Harbour to highlight business successes.

MARINE SAFETY PLAN

ILFRACOMBE HARBOUR

Standing Targets – In compliance with the stated targets barring #4 'Liaison & Consultation with stakeholders', however the formation of the Harbour Advisory Committee is in the final stages of gaining approval, following this we will be in full compliance with all standing targets.

Period Targets –

#1. Preparations for the Oil Spill Response three yearly multi agency exercise are under way and the date has been set for March 5th 2025.

#2. As reported above the new Harbour Advisory Committee formation is nearing completion.

#3. We are approximately 50% through replacing the Harbour Owned moorings and plan to complete this target over this coming winter.

LYNMOUTH HARBOUR

Standing Targets – In compliance

Period Targets –

- #1. – Slipway works post implementation inspection has signed off the works as complete
- #2. – Navigational lights were replaced with Solar in September 2023
- #3. - Review and achieve an Oil Spill Contingency Plan with local branch of HM Coastguard
- Ongoing
- #4. - Write relevant Policies for all users and publish on LLTC Website under harbour specific information - Ongoing

PLANS & POLICIES- OTHER

All associated plans, policies and standard operating procedures are up to date.

LOCAL AIDS TO NAVIGATION (ATONS)



It is a requirement under the Merchant Shipping Act 1995 (Section 198(1)) that an inspection of the Local Aids to Navigation is carried out annually by an officer from Trinity House Lighthouse Service with any deficiencies found to be rectified and reported back to them.

Both Ilfracombe and Lynmouth Harbour were inspected in February 2024 and apart from one small deficiency at Ilfracombe, quickly rectified both Harbours received clear reports from Trinity House.

In September 2023 all of Lynmouths Navigational lights were replaced along with new posts with solar powered lights with satellite monitoring with this ability Lynmouth is now registered with Trinity House on the reporting system LARS, Lynmouth AtoNs come under Ilfracombe registered as the primary monitoring authority .

Ilfracombe's outer Navigational lights (4) were also replaced with solar lights with satellite monitoring.

AVAILABILITY BY ATONS 2023 -2024

Place Name	N Number	AtoN Name	IALA Category	Total Hours	No of Casualties	OOS Hours	Availability	Target Availability
Lynmouth	N08819	Lynmouth East Pier	3	8,808	0	00:00	100.00	97.00
Lynmouth	N00528	Lynmouth West Pier	3	8,808	0	00:00	100.00	97.00
Ilfracombe	N15406	Fuel Berth Approach	3	8,808	0	00:00	100.00	97.00
Ilfracombe	N13996	Ilfracombe Front	2	8,808	0	00:00	100.00	99.00
Ilfracombe	N08169	Ilfracombe Harbour Old Quay	3	8,808	1	412:34	95.32	97.00
Ilfracombe	N08170	Ilfracombe Lantern Hill	2	8,808	0	00:00	100.00	99.00
Ilfracombe	N08172	Ilfracombe Pier	3	8,808	0	00:00	100.00	97.00
Ilfracombe	N08167	Ilfracombe Pier Inner	3	8,808	0	00:00	100.00	97.00
Ilfracombe	N00530	Ilfracombe Pier Outer	3	8,808	0	00:00	100.00	97.00
Ilfracombe	N08168	Ilfracombe Pier Outer	3	8,808	0	00:00	100.00	97.00
Ilfracombe	N13997	Ilfracombe Rear	2	8,808	0	00:00	100.00	99.00
Ilfracombe	N20509	Larkstone Cove Recreational Area No.1	3	8,808	0	00:00	100.00	97.00
Ilfracombe	N20510	Larkstone Cove Recreational Area No.2	3	8,808	0	00:00	100.00	97.00
Ilfracombe	N20511	Larkstone Cove Recreational Area No.3	3	8,808	0	00:00	100.00	97.00
Ilfracombe	N20512	Larkstone Cove Recreational Area No.4	3	8,808	0	00:00	100.00	97.00

ACTIVITIES UNDERTAKEN WITHIN THE HARBOURS

COMMERCIAL

Ilfracombe Harbour has a number of commercial businesses they are divided into commercial fishermen and commercial day trip operators.

There are 9 registered fishing vessels with permanent moorings ranging from 15 to 7 metres in length.

There are 14 day trip vessels with permanent moorings ranging from Scenic Cruises to fast Rib adventures to Diving to day fishing. This year saw a new addition to the Harbour with a Fishing for Litter operator starting up who also run remote beach clean trips.

All of these businesses have premises and/or storage facilities on the Harbour.

On a seasonal basis the Lundy Ferry and supply vessel The Oldenburg operates out of Ilfracombe and the Lundy Company have offices and storage on the Harbour.

This year also saw the return of the paddle steamer PS Waverley to much delight and a very successful return it was, with fully or near fully booked trips on every Ilfracombe run.

Additionally, the Harbour has a number of marine related businesses catering to the Public, the Sea Aquarium / Café, S&P Fish Shop who sell locally caught produce from their own vessels and Walrus Fisheries who specialise in supplying North Devon Lobsters wholesale.

There are a number of commercial Water sports and Diving companies that use Ilfracombe harbour to operate out of and have storage space allocated.

LEISURE

Ilfracombe Harbour has 63 permanent moorings for leisure vessels which are all allocated with an ever-growing waiting list.

The Harbour is home to a number of clubs they are the Gig Club, Y Sail, Canoe Club and the Sea Cadets.

The Harbour has storage facilities for Kayaks and Dinghies which are at full capacity with 43 Kayaks and 18 dinghies currently within the 2 compounds. This year saw the addition of a further 10 bays to aid in reducing the waiting list.

Ilfracombe is an attractive destination for visiting yachts and the Harbour averages 845 overnight stays per annum. The effects of the Pandemic is still being felt with a reduction of overnight stays.

Ilfracombe Harbours Slipway is one of the most accessible slipways on this coast line. It is also the RNLI slipway and is a favourite launch site for Jet Skis and all manner of privately owned watercraft.

As a drying Harbour the inner top end of the Harbour bed regularly becomes a 'beach' and is again a favourite destination, as it dries to soft sand, for families to come for the duration.

To this end and to enable order to be kept a local business has been licenced by NDC to rent out deckchairs and this has kept the area clean and tidy when the deckchairs are out.

NDC maintains and manages visiting Yacht shower and toilet facilities situated in the Yacht Club, the usage charge is inclusive of the visitors mooring dues.

NEW FOR 2024/25

ILFRACOMBE HARBOUR INFRASTRUCTURE

Over the past year the Harbour has been the following improvements

- New commercial watersports complex to compliment the Hub enabling local commercial operators to have a base and conduct their activities from.
- Major repair works to Old Quay Head
- The stabilisation of the cliffs above the Cove which continued the stabilisation put in place when the Fishermen's compound was built in 2015.
- New access control system for the communal areas of the Hub and both storage compounds
- Installation of an additional 'double' kiosk for the commercial day operators enabling a new operator to come into the harbour

ILFRACOMBE SEA SCHOOL

This has been the Sea Schools first year of operating and to date we have held 42 courses, across both practical and theory disciplines and have taught 170 students in all aspects of bring safer when out at sea, the students have ranged from the youngest at 12 years old to



the oldest at 75 from beginners to the more experienced sailors wanting to progress through their qualifications. The majority of the students have come from the locality although we have had students from London and enquiries from as far away as Germany. All students have given the school excellent feedback and we are currently rated as 5 out of 5 on google.

ILFRACOMBE
SEA SCHOOL

LARKSTONE WATERSPORTS HUB



Since opening its doors in July last year we have seen the installation of a series of approved special marks turning Larkstone Cove into a chartered non powered recreational area. This has enabled the Harbour to allow wild swimming within the buoyed area.

Although we cannot record the actual numbers of swimmers or public using the Hub facilities we do

have the data from the commercial operators and the clubs, from Oct 2023 to Oct 2024 we have seen the following

No.of Public taking part in watersports activities with the commercial operators = 1,297

No.of Gig sessions = 384 which equates to 4,032 people out rowing

No.of Y sail sessions = 26 which equates to 208 young persons out sailing

In total we have recorded 5,537 persons actively getting out on the water this year.

LYNMOUTH HARBOUR

Works are in progress to repair the deteriorating slipway steps and an application to Exmoor National Parks has been submitted to request approval of installing CCTV onto Rhenish Tower. This system would be linked the current system in Ilfracombe Harbour enabling 24/7 recording of the Harbour and remote monitoring. These cameras would also aid the Environment Agency to monitor the flood defences of Lynmouth.

HARBOUR LEGISLATION

Since the powers review undertaken by Ashford's LLP in 2020 the Harbour Authority has been working towards a Harbour Revision Order for Ilfracombe Harbour and a Harbour Empowerment Order for Lynmouth Harbour, both of these have now completed the public consultation phase of the process. These orders have been sort to bring, in the first instance, both Harbours under the same authority and to bring all legislation up to date with the addition of General Directions which supersedes By Laws. General Directions will enable the Authority to establish up to date and fit for purpose operating directions for both Harbours.

We are still awaiting these Orders to be placed before the Secretary of State of final sign off.

ENVIRONMENT

Ilfracombe Harbour is set within a Voluntary Marine Conservation Area and partly within an Area of Outstanding Natural Beauty and adjacent to a Marine Conservation Zone. Within its boundaries it has Grade 1 and Grade 2 Star listed buildings. It is adjacent to Sites of Special Scientific Interest and County Wildlife Sites and immediately adjacent to the Harbour is a site designated as a Scheduled Ancient Monument. Part of the Harbour footprint includes a section of the North Devon Heritage Coast and a Local Nature Reserve. All of these factors reflect the unique nature of the harbour, its long history and its place in the community.

As a Harbour and Public Authority there are certain legal duties that must be upheld contained within the Harbour Act 1964 the Environmental Protection act 1990 and the Natural Environment & Rural Communities Act 2006 amongst others.

To this end Ilfracombe has developed an Environmental Management Plan which is regularly reviewed and is up to date.

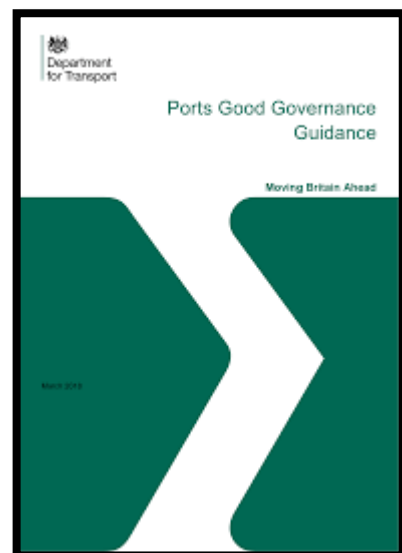
PORTS GOOD GOVERNANCE GUIDANCE (MUNICIPAL PORTS REVIEW)

The Department for Transport (DfT) has published the new Ports Good Governance Guidance which is focused on corporate governance for all statutory harbour authorities in England. It includes sections relevant to all types of ports with specific detailed guidance on trust and local authority owned ports. This guidance is for all ports and harbours irrespective of whether they are managed as a trust, municipal or private port.

HARBOUR BOARD REPORTS

During the last twelve months the Harbour Board has considered a number of reports.

- The Quarterly Designated Person reports
- Annual Charges review
- Quarterly updates on Aids to Navigation
- Quarterly updates on Harbour Security
- Quarterly updates on Infrastructure
- Quarterly reports from the Ilfracombe Harbour community forum
- Updates on Future Projects
- Final report on the Harbour powers review
- Ilfracombe Harbour Marine Emergency Plan
- Ilfracombe Harbour Marine Safety Management System
- Appointment of an independent member to the Harbour Board
- Lynmouth Harbour Marine Safety Management System



SUMMARY PROFIT AND LOSS ACCOUNT AS AT 31 MARCH 2023

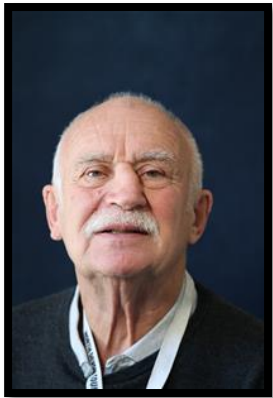
ILFRACOMBE HARBOUR

	2022/23	2023/24
Operating Income	(628,894)	(516,459)
Expenditure Operating and Maintenance	798,607	741,490
Overheads	35,753	32,100
Total Expenditure	834,360	773,590
Net Deficit/(Surplus)	172,138	257,131

LYNMOUTH HARBOUR

	2022/23	2023/24
Operating Income	(3,922)	(4,548)
Expenditure Operating and Maintenance	11,667	1,640
Overheads	24,528	24,322
Total Expenditure	36,195	25,962
Operating Deficit/(Surplus)	32,273	21,414

APPOINTED MEMBERS



COUNCILLOR MALCOLM WILKINSON

Board Chair

Party: Liberal Democrats

Ward: Morteohoe



COUNCILLOR JUNE WILLIAMS

Board Vice Chair

Party: Liberal Democrats

Ward: Ilfracombe East



COUNCILLOR DANIEL TURTON

Party: Conservative

Ward: Ilfracombe East



COUNCILLOR SARA WILSON

Party: North Devon Independent

Ward: Ilfracombe West



COUNCILLOR JOHN PATRINOS

Party: North Devon Independent

Ward: Lynton and Lynmouth

INDEPENDENT MEMBERS



ILFRACOMBE TOWN COUNCILLOR BERT GEAR

Bert was born in Ilfracombe and is now retired after running his own business in the town for over 20 years.

He has been a town councillor for over 6 years.

Bert is a Trustee for the Ilfracombe Museum, and an Ex-Launch Authority for our RNLI Lifeboat.



MR TIM GIBBS

After a career in the Merchant Navy ending as Chief Engineer, he spent many years working around the world in management with ship owners and shipyards. For the last 15 years he has undertaken a number of voluntary jobs and worked freelance on several large marine projects. He is a Chartered Engineer and a Fellow of the Institute of Marine Engineering, Science & Technology



MR MARTIN J CLEARY MSC

Graduating as a mine surveyor in 1975 was the precursor to his appointment as statutory surveyor at collieries within the Staffordshire and Warwickshire coalfields. Following the closures of deep mines during the 1990's, He then qualified in Civil Engineering and Environmental Management. In the course of which he joined Robert Wynn and Sons, a specialist heavy lift company primarily serving the electricity supply industry and renewable energy sector throughout the UK. In 2001 Martin was appointed Director responsible for many ground breaking projects. Martin retired to Ilfracombe in 2015 where Martin and his wife and carried out a restoration of their Victorian home. Martin is a keen gardener and allotmenteer.

MR NIGEL THOMAS



Nigel was born in Barnstaple and lived 40 plus years in Woolacombe. He trained as a Marine Engineer and went to sea with Shell Tankers. Then working for Appledore Shipyards he worked in Plymouth on Naval contracts. He then moved over to the operation of large jack up rigs, building the Second Severn Crossing and the Antirion bridge in Greece. Transferring back to the oil industry Nigel operated oil rigs in various world-wide locations, finally becoming a Rig Mover, Barge Engineer trainer and commissioner for new builds worldwide. Nigel finally came ashore 4 years ago. Nigel is an avid sailor with a yacht and a small RIB.

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North Devon Council

Report Date: Tuesday, 5 November 2024

Topic: Recruitment of Independent Member to Harbour Board

Report by: Harbour Master

1. INTRODUCTION

1.1. This report details the selection process for the appointment of an Independent Member to the Harbour Board

2. RECOMMENDATIONS

2.1. To note the recruitment process to be undertaken to fill a position for an Independent Member on the Board as detailed in section 4.2 of the report.

3. REASONS FOR RECOMMENDATIONS

3.1. To recommend recruitment be undertaken to fill the position for an Independent Member to the Harbour Board.

4. REPORT

4.1. An Independent Member vacancy arose on the Harbour Board due to an amendment to the North Devon Council Constitution (September 2024) (Part 3, Annexe 1, Paragraph 6 refers) whereby a fifth North Devon Council Member would be appointed to the Board. This Member has to represent the Lynton and Lynmouth Ward and was appointed at the meeting of Council on 25 September 2024. To offset this, the Constitution was also amended to require the appointment of a fifth Independent Member.

4.2. Therefore, it is suggested that the competitive appointments process to fill this Co-opted Independent Member vacancy be undertaken as follows:

- 4.2.1 That the vacant position be advertised in the local press and on the North Devon Council's website;
- 4.2.2 That the application be available as an online process on North Devon Council's website;
- 4.2.3 That suitable candidates be invited for interview and that the Interview Panel consist of Councillor Wilkinson (Chair) and the Harbour Master.
- 4.2.4 That at the Harbour Board meeting of 4 February 2025 consideration be given to the recommendation for appointment to fill the vacant position on the Board.
- 4.2.5 That the recommendation of the Harbour Board be considered by full Council at its meeting on 26 February 2025



5. RESOURCE IMPLICATIONS

5.1. Costs for advertisement will be met from existing budgets.

6. EQUALITIES ASSESSMENT

6.1. The recruitment process for the position of independent member will use the same application form and procedures as for employees of the Council.

7. ENVIRONMENTAL ASSESSMENT

7.1. There are no environmental implications arising from these proposals.

8. CORPORATE PRIORITIES

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

8.1.1. The commercialisation agenda: Not applicable

8.1.2. Improving customer focus and/or: Not applicable

8.1.3. Regeneration or economic development: Not applicable

9. CONSTITUTIONAL CONTEXT

9.1. Part 3 Annexe 1 paragraph 6 (3)

9.2. Delegated power.

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).

11.1 North Devon Constitution 2019 v14 (updated April 2024)

12. STATEMENT OF INTERNAL ADVICE

The author (below) confirms that advice has been taken from all appropriate Councillors and Officers: Harbour Master and Senior Corporate and Community Services Officer

LYNTON AND LYNMOUTH TOWN COUNCIL

MINUTES OF A MEETING OF THE HARBOUR SUB-COMMITTEE HELD AT LYNTON TOWN HALL ON WEDNESDAY 23 OCTOBER 2024 AT 5.00PM

Present	Councillors A Hobbs A Rodway J Patrinos
Officers	Town Clerk, Town Council Secretary
Also in attendance:	N Davey T Piper M Piper R Cluett S Minoli W Bartlett
	A Glover P Minoli M Wakeham

1. APOLOGIES for absence

Apologies were received from Harbour Master, Councillor Logan, and Harbour Users M Shute, W Bowden, W Bartlett, A Glover and M Wakeham

2. PUBLIC QUESTION TIME

7 Harbour users were present. Paul Minoli talked about the crack in the harbour wall, which is getting worse. It covers a 20m stretch in the wall and on the recent high-tides the water was pouring through, if this breaches, the properties along the road will be flooded. Will Bowden from the Sailing club also mentioned this and it was felt failure of the wall in the next year is a real possibility, and could result in a huge insurance claim from several Lynmouth properties, not to mention damage to electric sub-station and the many cars usually parked by this wall. Further information will be submitted by Will Bowden for Town Clerk to work on.

3. MINUTES

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

4. NDC HARBOUR BOARD

Harbour Board minutes of 6 August 2024 are attached to the signed minutes. Next meeting of the Harbour Board will be on 5 November 2024. Councillor Patrinos is now a member of the Harbour Board.

5. MOORINGS ALLOCATION

- a. A mooring request was received from Steve Parker, whose boat, being too close to the harbour arm steps, is in danger of being damaged. He has requested a move and it was agreed he can use mooring 51 instead.
- b. Of the two remaining mooring vacancies, number 10 is now filled, and Town Council secretary is awaiting a reply regarding mooring 31.

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6. HARBOUR SAFETY & COMPLIANCE

a. Date for removal of boats from Harbour for the winter months is as per the winter storage of boats policy on the Council website, item 3.1.

[Winter Storage Policy](#)

Item brought from Estates & Amenities on 9 October 2024:

Minute number 126/24 f. **Policy for removal of boats from Harbour**

Committee discussed where to store the boats after the issues with Lower Lyndale Car Park and the delay in removing the boats before the busy Easter weekend. There was much discussion on possible solutions, and it was

RECOMMENDED

To defer this item to the next Harbour Sub-Committee meeting for a discussion with the harbour group.

This was discussed in some depth. The weather was the main culprit as bad weather halted the boats being able to be returned to the harbour from Lower Lyndale. This did cause chaos with the visiting coaches as the season was starting. Members understood the need to over winter in Lower Lyndale for the ease of working on boats (there being an electrical supply). After the discussion, it was agreed that three weeks before Good Friday, all boats (and trailers) will have to vacate Lower Lyndale, and if the weather is not suitable, they will be moved to the far end of Esplanade Car Park. **If boats remain in the Lyndale Car Park after this date, it could affect allocation of moorings for the following year.** This agreement will be communicated to all the harbour users.

b. CCTV Rhenish Tower

In the absence of Harbour Master, Town Clerk updated about CCTV on Rhenish Tower. The planning application was submitted on 27 September and is in the consultation stage. He explained CCTV was felt to be crucial for increased security for both boats and harbour as a whole, and also potential anti-social behaviour.

7. HARBOUR MAINTENANCE

- a. Harbour Master sent information regarding slipway steps, and she has obtained 2 quotes for the full repair. She is currently working on the report from recent Harbour inspections to enable these works to be carried out early spring 2025 (hopefully prior to 1 April 2025).
- b. White Lines around steps and slipway will have to be done again due to the last lining being obliterated from the works to harbour.
- c. When the seaweed is removed from the steps prior to algae treatment, it needs to be cut away and not pulled as the roots can damage the concrete of the steps.
- d. Town Clerk thanked harbour users for removing the dinghy that was on the railings.

8. USERS WORKING GROUP

Town Clerk asked about the rescue boat shed and was told it is progressing slowly with the block work nearly finished and that the roof will be next.

9. SAILING CLUB

Submitted a brief report:

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- Potential for LSC to take on the old West Wier/Bathing Pool from North Devon Council is now a reality and legal discussions are about to start.
- LSC events this year all went to plan with no incidents to report.
- Boathouse is underway and blockwork is due to be complete this month, hopefully roof on before Christmas.

10. NEXT MEETING

Will be held on ***Wednesday 22 January 2025, 5pm in Lynton Town Hall.***

The meeting closed at 5.25pm

Chairman

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