



## Public Document Pack

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

M. Mansell, BSc (Hons),  
F.C.P.F.A.  
Chief Executive.

### ILFRACOMBE HARBOUR BOARD

A meeting of the Ilfracombe Harbour Board will be held in the Ilfracombe Centre - Ilfracombe on **TUESDAY, 5TH FEBRUARY, 2019 at 2.00 pm.**

Members of the Ilfracombe Harbour Board    Councillor Fowler (Chairman)  
Councillor Meadlarkin (Vice-Chair)

Councillors Campbell and Crabb

Co-opted Members:

Mr Cleary, Kift, Joint and Knill

### AGENDA

1. Apologies for absence
2. To approve as a correct record the minutes of the meeting held on 13th November 2018 (Pages 1 - 4)  
(attached).
3. Items brought forward which in the opinion of the Chairman should be considered by the meeting as a matter of urgency
4. Declaration of Interests  
(Please complete the form provided at the meeting or telephone Corporate and Community Services to prepare a form for your signature before the meeting)  
Items must be re-declared when the item is called, and Councillors must leave the room if necessary)
5. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information)

### PART A

6. **Quarterly Designated Person Audit Report- Ilfracombe Harbour** (Pages 5 - 6)  
Report by Chief Executive. (Attached).

7. **Ilfracombe Harbour Charges Review.** (Pages 7 - 14)  
Report by Harbour Master. (Attached).
8. **Ilfracombe Harbour Personnel Watercraft (PW) Policy.** (Pages 15 - 20)  
Report by Harbour Master. (Attached).
9. **Ilfracombe Harbour Advertising Policy.** (Pages 21 - 28)  
Report by Harbour Master. (Attached).
10. **Port Marine Safety Code.**  
Harbour Master to report.
11. **Harbour Master Update.**  
Harbour Master to report.
12. **Harbour Forum Update.**  
Chairman of Ilfracombe Harbour Forum to report.

**PART B (CONFIDENTIAL RESTRICTED INFORMATION)**

Nil.

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

28.01.19



## **North Devon Council protocol on recording/filming at Council meetings**

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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.
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## **NORTH DEVON COUNCIL**

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

PRESENT: Members:

Councillor Fowler (Chairman)

Councillors Campbell, Crabb and Meadlarkin.

Co-opted Members:

Mr Cleary, Captain Joint and Mr Knill.

Officers:

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

Also Present:

Mr Raybone

## **25 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Kift.

## **26 MINUTES**

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

## **27 ITEM BROUGHT FORWARD BY THE CHAIRMAN**

### **(a) Ilfracombe Harbour Board Workshop**

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

## **28                    DECLARATIONS OF INTEREST**

The following declarations of interest were announced:

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

## **29                    ILFRACOMBE HARBOUR CHARGES REVIEW**

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

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

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

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

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

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

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

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

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

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

## **31 DESIGNATED PERSON AUDIT REPORT**

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

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

## **32 PORT MARINE SAFETY CODE**

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

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

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

## **33 HARBOUR MASTER UPDATE**

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

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

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

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

## **34 HARBOUR FORUM UPDATE**

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

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

Chairman

The meeting ended at 3.30 p.m.

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



# Agenda Item 6

**Ilfracombe Harbour Board Meeting: 5<sup>th</sup> February 2019**

**Quarterly Designated Person Audit Report - Ilfracombe Harbour  
By Mike Mansell, (Chief Executive), Captain Georgina Carlo-Paat (Harbour Master),  
and Pamela Charles (H&S Adviser) on Tuesday 22nd January 2019**

## **1. PURPOSE OF REPORT**

- 1.1 To advise Members of the Ilfracombe Harbour Board of the outcome of the quarterly audit.
- 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**

- 2.1 On 15th Nov 2019, the Harbour Master, Chief Executive (DP) and the Health & Safety Adviser met with Lynton and Lynmouth Town Clerk. The Lynmouth Harbour Maintenance person and a member of the User Group of leisure and commercial operators also attended, to discuss the way forward for the DP quarterly audits. It was agreed that the Harbour Master would act as Maritime Adviser to Lynton and Lynmouth Town Council and that health and safety audits would be carried out for Lynmouth Harbour in the same way that they are for Ilfracombe Harbour, by Mike Mansell as DP and Pam Charles as Health and Safety Adviser.  
Reports would be submitted to the Harbour Board meetings if members are in agreement with amalgamating the two harbours in to the one Board.  
Lynmouth audits will began as from May 2019.
- 2.2 Following on from the Port Marine Safety Code Compliance training day that was attended by the Harbour Master, Health and Safety Adviser and Harbour Board Member, Martin Cleary, in November 2018, it has been agreed that from May 2019, the health and safety quarterly audit will be extended to include an audit of the harbour health and safety practices, procedures and risk assessments.
- 2.3 The Harbour Master has recently undergone training for and qualified as a Port Facility Security Officer (PFSO) which means she is qualified to take responsibility for the development, implementation, revision, and maintenance of the Port Facility Security Plan (PFSP). The PFSP outlines the required measures to prevent the unauthorised access of people, weapons and contraband into port, and provide for a safe and sterile working environment for international shipping operators. An independent Port Facilities Security Assessment was carried out on Wed 23<sup>rd</sup> Jan 2019 by SecureWest International Ltd.
- 2.4 The Harbour Oil Spill Contingency Plan was recently audited by the Maritime and Coastguard Agency,(MCA)and passed with no non compliances found.
- 2.5 All existing risk assessments are up to date, no reviews are due or outstanding.
- 2.6 All lights on the harbour have been replaced with LED bulbs.

## **3. RISK MANAGEMENT**

- 3.1 On-going -The metal gratings, gates and hand rails replacement programme is progressing. An order has been placed for new gratings, gates and hand rails to the loading/unloading steps on the harbour side, to be provided in a lightweight and rot proof composite material.
- 3.3 On-going-The working area of the harbour side where fishermen wash their equipment down has been re tarmacked, but water is still pooling, although not as badly as before. Until the new Water Sports Centre has been completed there will be no further work carried out to this surface. Fishermen are managing the risk by clearing water away as and when necessary.
- 3.4 The commissioned laser scan of the whole harbour, will be carried out by the end of February 2019.
- 3.5 Costings for improved CCTV on the harbour have been gained as part of an overall programme for the Harbour, Cheyne Beach, Rapparee Cove and the Water Sports Centre.
- 3.6 Plan to install new electrical conduits on Old Quay Head. Will require English Heritage Approval.
- 3.7 One of the sliding doors to the fishermen's huts on Old Quay Head is in need of repair as possible health and safety risk, responsibility of the lessee.
- 3.8 A recent incident regarding a cow washed up into the harbour highlighted that there was no risk assessment for this type of incident. HM to address.

## **4. CONCLUSIONS**

- 4.1 Health and Safety on the Harbour is being proactively managed by the Harbour Master and there are no new health and safety issues arising during this audit.
- 4.2. There are some on-going works but these are progressing well.

Pamela Charles  
H&S Adviser  
Jan 2019



Open

## NORTH DEVON COUNCIL

**REPORT TO:** Ilfracombe Harbour Board  
**Date:** 5<sup>th</sup> February 2019  
**TOPIC:** Review of Ilfracombe Harbour Charges Consultation 2019/2020  
**REPORT BY:** Capt. Georgina Carlo-Paat, Ilfracombe Harbour Master

### 1 INTRODUCTION

- 1.1 The Harbour Board have delegated authority to recommend changes to Harbour charges to Full Council and it is considered that there are sufficient grounds to raise harbour charges for the 2019-2020 season.
- 1.2 Rising maintenance costs and continuing pressure on the public purse require due consideration.

### 2 RECOMMENDATIONS

- 2.1 It is recommended that most charges are increased by 2.7% as detailed in the appendix.
- 2.2 It is recommended that after an extensive investigation of South West storage fees that the dinghy/kayak charges be increased to better reflect the value of the amenity.

### 3 REASONS FOR RECOMMENDATIONS

- 3.1 The continuing rises in the cost to repair, upgrade and maintain the Harbour facilities for stakeholders and visitors have seen a drain to North Devon Council 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 Consumer Price Index (CPI) for September 2018 was 2.7% this is higher than predicted and is reflected in the recommendation of charges for the coming financial year.
- 4.2 It is recommended that some charges, slipway dues, are rounded to two decimal points to enable easier on site collection.
- 4.3 The requirements of the adopted Ilfracombe Harbour Business Plan should be considered.

4.4 The Ilfracombe Harbour Board at its meeting on 13<sup>th</sup> November 2018 recommended that most charges for the Ilfracombe Harbour be increased by 2.7% for 2019-20 and that after an extensive investigation of South West storage fees that the dinghy/kayak charges be increased to better reflect the value of the amenity subject to public consultation.

## 4.5 Consultation

The consultation period ended on 8<sup>th</sup> January 2019 and the following stakeholders were consulted along with their response if any given:

Lundy Company – No objections to new charges

Harbour Forum – No comments

Waverley Excursions Ltd – No comments

White Funnel Ltd (Balmoral) – No comments

## 5 RESOURCE IMPLICATIONS

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

5.2 There are no manpower issues.

## 6 CONSTITUTIONAL CONTEXT

Article or Appendix and paragraph	Referred or delegated power?
Part 3	Delegated
Annexe 1	
Paragraph 5	

## 7 STATEMENT OF CONFIDENTIALITY

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

## 8 BACKGROUND PAPERS

8.1 The following background papers were used in the preparation of this report:

- Ilfracombe Harbour Business Plan
- 2018-2019 Ilfracombe Harbour Charges
- Proposed 2019/2020 Ilfracombe Harbour Charges

The background papers are available for inspection and kept by the author of the report.

## 9 STATEMENT OF INTERNAL ADVICE

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

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Author: Capt. Georgina Carlo-Paat

Date: 23/01/19

Reference: 2019-2020 Charges report



APPENDIX

# ILFRACOMBE HARBOUR

## Charges 2019 – 2020 (2.7% baseline)

### MOORING LICENCE HOLDERS

	<u>Per ft.(loa)</u>	<u>per metre(loa)</u>
<b><u>Ground Moorings</u></b>		
Under 14ft Beam per annum	£18.055	£59.237
14ft or Over Beam per annum	£22.543	£73.954
<b><u>Commercial Vessels with Ground Moorings</u></b>		
Under 14ft Beam per annum	£21.372	£70.103
14ft or Over Beam per annum	£26.764	£87.798
<b><u>Fishing Vessels with Harbour Wall Moorings</u></b>		
Under 14ft Beam per annum	£28.232	£92.625
14ft or Over Beam per annum	£35.298	£115.815
<b><u>Commercial Vessels Carrying More than 12 Passengers with Wall Moorings</u></b>		
Under 14ft Beam per annum	£29.198	£95.788
14ft or Over Beam per annum	£37.270	£122.264
<b><u>Rowing Boats (with no other means of propulsion)</u></b>		
	£9.027	£29.608

### VISITING VESSELS

#### Visiting Boats

		<u>EDR</u>
Per day	£ 0.493	£ 1.633 (49p)
Per week	£ 3.040	£ 9.962 (43p)
Per fortnight	£ 5.330	£ 17.490 (38p)
Per 21 days	£ 7.477	£ 24.535 (36p)
Per month	£ 10.249	£ 33.634 (34p)
Per summer (3 months)	£ 25.952	£ 85.128 (29p)

EDR – Equivalent Daily Rate

# ILFRACOMBE HARBOUR

## Charges 2019 – 2020 (2.7% baseline)

### Mooring Fees for Passenger Vessels (overnight stop only)

Per day	£0.483	£1.589
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### Harbour Dues for Passenger Vessels (per visit)

Per GRT		£0.080
Per PAX		£0.339

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

### Stop and Shop

< 4 Hours		£6.367
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## MISCELLANEOUS CHARGES

### On the Hard Winter Storage (Non mooring licence holders)

Per month or part thereof	<20ft	£35.452
	<30ft	£39.735
	30ft+	£42.549

### Cargo

Per Tonne Loaded/disembarked		£0.832
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### Cruise Liners

At Anchor	per passenger landed	£4.036
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### Launch Charge (no trailer)

Per day	£7.394 (£7.40)
Per week	£22.214
Annual	£79.336

### Launch + Trailer Park

Per day	£10.578 (£10.60)
Per week	£52.891
Per Year	£211.562
Per Year (day use)	£105.781



# ILFRACOMBE HARBOUR

## Charges 2019 – 2020 (3.0% baseline)

### MISCELLANEOUS CHARGES

#### Electricity

Cables (with marine connections for harbour side connection) Per unit	£30.750 Available on request
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#### Water

Hoses (with brass connector for harbour side connection) Per unit (from metered supplies)	£15.375 Available on request
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#### Dinghy/Kayak Storage (Non Secure)

Dinghy for Mooring Licence Holders Per annum	£35.00
Kayaks Per annum	£40.00

#### Dinghy/Kayak Storage (Secure)

Dinghy for Mooring Licence Holders Per annum	£70.00
Kayaks Per annum	£80.00

#### Notes.

1. The Harbour Master may vary these charges and/or levy additional charges in respect of anything done or provided by (or on behalf of) the Harbour Authority in accordance with the Harbours Act 1964 (as amended from time to time), the Ilfracombe Harbour Act and Orders 1870 to 1996 (as amended from time to time) and all powers delegated to the Harbour Master by North Devon Council.

2. Harbour Charges are payable when at anchor, at a buoy or alongside within the Harbour Authority area in accordance with and Under the provisions of the Harbours Docks and Piers Clauses Act 1847, The Pier and Harbour Orders Confirmation Act 1870 (no.1) and Harbours Act 1964 ss. 26-31.





# *ILFRACOMBE HARBOUR*

## *Personnel Watercraft (PW) Policy*

*NORTH DEVON COUNCIL*

*DRAFT VERSION*

*Authored by: Harbour Master*

# ILFRACOMBE HARBOUR

## Personnel Watercraft (PW) Policy

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### Background

*Personnel watercraft commonly known as Jet Skis have been around since the 1950s in one form or another. The 1980s saw an increase in use as newer and more powerful models were introduced. In the 1990s this type of watercraft really took off when they were then able to take up to 3 persons and became entertainment for the whole family. With the increase of personnel watercraft being used on the waters and the production of more powerful crafts it has put increasing pressure on the Harbour Authority to ensure that the safety of navigation is maintained for the benefit of all Harbour Users.*

### Mission statement

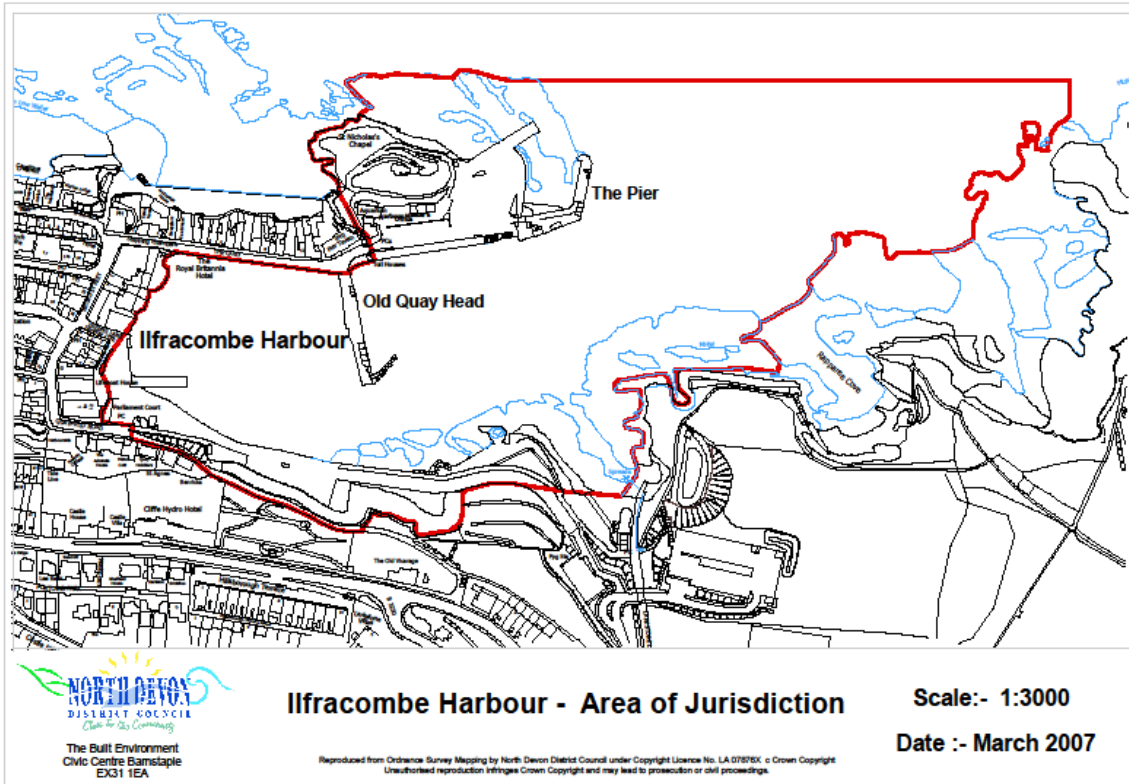
*It is the intention of the duly appointed Harbour Master by North Devon District Council as the Harbour Authority to set in place a new Personnel Watercraft (PW) policy.*

*This policy will enable the following;*

- 1. The clarification of the Harbour area of Jurisdiction ( Bye Law Limits)*
- 2. The provision of safety equipment required before gaining a permit to launch*
- 3. The identification of personnel watercraft*
- 4. The setting of Safety rules to be observed within the Harbour limits*
- 5. The formal procedure of obtaining a permit to launch in Ilfracombe Harbour*

## The Policy

### Section 1. Harbour Area of Jurisdiction



*It is the responsibility for all Harbour users to be familiar with the bye laws set in place dated 1992. A copy can be found on the Harbour Website at the following address;  
<https://www.northdevon.gov.uk/business/ilfracombe-harbour/>*

## Section 2. Safety Equipment

*The minimum safety equipment to be carried whilst operating a personnel watercraft within The Harbour Limits are set out below;*

- An approved lifejacket to be worn at all times when in or near the water by every person who will be on or operating the watercraft, these lifejackets to be the appropriate size for the person.*
- A form of communication: If a VHF is carried then the user must provide the appropriate radio licence, If a mobile phone is carried then the user must provide an appropriate waterproof covering. It is advisable that both of these, whichever is carried, are attached to a form of floating device or secured to the craft to prevent them from entering the water.*
- A tow line of high visibility, floatable construction.*
- An approved Distress Flare of any type to attract attention.*

## Section 3. Identification of Personnel watercraft

*The following methods will be used to positively identify the Owner of personnel watercraft;*

- 1. All personnel watercraft operating within Ilfracombe Harbour will need to present to the Harbour Authorities their individual DataTag serial number. Which will then be checked.*
- 2. On confirmation of details with DataTag a unique Harbour number will be issued to the Owner in way of 2 waterproof labels to be placed in a visible location on the watercraft and on the Owners trailer.*

*N.B This information will be shared with other authorities upon a validated request for information.*

## Section 4. Safety rules to be observed within the Harbour limits

1. All Bye Laws are to be adhered to at all times within the Harbour Limits. However for ease of reference the most pertinent are set out below;

### #6 Vessels to navigate with care

The Master shall navigate his vessel with such care and caution and at such speed and in such manner as not to interfere with the navigation, manoeuvring, loading or discharging of vessels or with moorings or other property

### #7 Speed of vessels

Except with the permission of the Harbour Master and, subject to Byelaw 6 above and the Collision Regulations, the Master of a vessel shall not cause or permit the vessel to proceed at a speed greater than 4 knots

### #8 Small vessels not to obstruct a fairway

The Master of a small vessel which is not confined to a fairway shall not intentionally or recklessly make use of the fairway so as to cause obstruction to other vessels which can navigate only within the fairway

### # 21 Obstructing Accesses

The Master of a vessel shall not intentionally place his vessel nor allow it to be so intentionally placed in such a position as to obstruct the access to any recognised landing place or leaving it moored alongside any such landing place unattended.

2. Once launched the watercraft is to keep to the North side of the Harbour, that is the Cove side and keep to this side until clear of Verity and to continue at 4 kts until outside of the Harbour limits.
3. Once launched a kill cord it to be worn by the driver at all times.
4. No one under the age of 12 is permitted to operate a watercraft at any time within the Harbour Limits
5. Any young person between the ages of 12 and 16 is only permitted to operate a watercraft alone if a valid certificate of competence is provided to the Harbour Authorities if this is not the case then they are permitted to operate a watercraft only if they are in the company of a responsible adult.

## Section 5. Obtaining a permit to launch in Ilfracombe Harbour

Anyone wishing to launch a personnel watercraft from within Ilfracombe Harbour must have in their possession a valid Permit To Launch (PTL) before they launch.

The following must be provided to the Harbour Authority in person in order to obtain a PTL.

1. Insurance cover for public liability to a minimum of £1,000,000 for the personnel watercraft
2. Proof that the vehicle used to transport the watercraft is insured for use on the fore shore.
3. The DataTag ID number of the watercraft
4. Name, address, contact details and vehicle details.
5. Proof that the criteria in section 2 has been met.
6. Any certificates of competence of any young person who may be operating the watercraft.

On satisfactory production of the above and the completion of section 3.1 a PTL will be issued along with the unique ID labels.

## Section 6. Rescinding of PTL

If at any time the PTL holder is found to be non-compliant with this policy the Harbour Authority holds the absolute right to rescind the PTL.





# *ILFRACOMBE HARBOUR*

## *Advertising Policy*

*NORTH DEVON COUNCIL*

*DRAFT VERSION*

*Authored by: Harbour Master*

# ILFRACOMBE HARBOUR

## Advertising Policy

### Background

*The entrance to the Pier has for a great many years been a favoured spot for Businesses, either those who have their businesses on the Harbour or in the near vicinity to the Harbour, to place advertising boards.*

*Over time these boards have become numerous with some even encroaching onto the nearby Highway wall known as Quay Road Wall.*

*These advertising boards do not have any conformity with each other leading to a miss match of size ,quality and spacing giving the Pier Entrance and the surrounding area a ‘hotch potch’ appearance and an off putting ‘wall’ of advertising for Residents and visitors to the Harbour.*

### Mission statement

*It is the intention of the duly appointed Harbour Master by North Devon District Council as the Harbour Authority to set in place a unified advertising policy for the Harbour and associated land owned by North Devon District Council.*

*This policy will enable the following;*

- 1. To enhance the entrance to the Pier to Residents and Visitors alike by offering a cleaner and more advantageous view of the Harbour.*
- 2. To open up advertising opportunities in other areas of the Harbour to present businesses and to other businesses who wish to advertise on the Harbour.*
- 3. To provide a uniform standard of advertising board.*

## The Policy

### Advertising board Criteria

*All advertising boards shall be of the following size and construction*

*Size - 1200mm x 800mm*

*Construction – Aluminium with smooth (rounded) corners*

### Placement of Advertising boards

*All advertising boards will be placed in accordance to the Harbour Masters plan of allocated positions and in agreement with the board owner. Not with standing if there is any disagreement then the Harbour Masters allocation is final.*

### Existing Harbour Businesses

*This is to mean any business that operates under lease or licence from within the Harbour area will be allocated 1 advertising place free of charge. Any additional advertising boards will be subject to the same regulations as stated in the section ‘All Others’.*

### All Others

*All other businesses or individuals that wish to place advertising boards on the Harbour and surrounding NDC owned land will be subject to the conditions laid out in the advertising licence agreement and be subject to a fee of £300 p.a*

### Removal of Advertising Boards

*All advertising boards that do not meet the criteria specified within this policy and not removed upon request by the Harbour Master will be removed at the owners’ expense.*

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Our ref:  
Please ask for:  
Tel: 01271  
Email: @northdevon.gov.uk  
Date: 2019

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## DRAFT

Dear

**Re: Licence for Siting Advertisement - Railings The Harbour Ilfracombe**

This Licence gives consent from North Devon Council (The Licensor) to \*Insert Name or Boat Operator (The Licensee) a Licence to site an Advertisement Sign allowing for the installation of one sign on the following terms:-

1. The purpose of this licence is to give permission to \* insert name or Boat Operator as owner of the said sign.
2. The Licence is personal to yourselves and cannot be assigned or sub let.
3. The Licence is for the period of 12 months commencing from \* insert date and time and expire on \* insert date and time.
4. The Licence is for one 1200mm by 800mm Size of Sign of Aluminium construction being non illuminated.
5. The Licensee is required to pay a Advertisement Fee prior to the installation of one Advertisement space of £300
6. This fee will be reviewed annually on the 1<sup>st</sup> April
7. The location of the sign is at the discretion of The Harbour Master who will have the responsibility to allocate the initial location of the sign.
8. Any requests by a Licensee to The Harbour Master to relocate a sign, the responsibility will be at The Harbour Masters discretion.
9. The Licensee will be issued with an Advertisement Policy specific the Harbour Area.
10. The Licensee is required to seek The Harbour Master's approval regarding the wording included on the sign.

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## Appendix A

11. For clarification of this Licence the area for the location of the sign is marked on the attached plan.
12. The Licensee will be responsible for any maintenance or repairs to the sign.
13. The Licensee will be responsible for informing The Harbour Master should there be any change in signage and to seek permission for any such changes within 48 hours.
14. The Licence can be given by North Devon Council Notice to Remove the Advertisement sign due to any unforeseen circumstances in accordance with The Harbour Masters instructions within 24 hours.
15. The Licensee can give North Devon Council 7 days' notice in writing to remove the sign should the sign owner cease trading or wishing to terminate the licence agreement.
16. The Licence must be aware that due to unforeseen circumstances or future development or events the Advertisement sign there could be a possible temporary obstruction in view.
17. The Licensee will be responsible for all aspects of Health & Safety during the installation of and the siting of the said sign and while occupying the area.
18. The Licensee is required to ensure the sign is lawfully insured by the owner of the sign. The licensee must be covered by public liability insurance to a minimum sum of £5,000,000.
19. The licensee will indemnify the Council against any claims for loss, injury or damage whatsoever arising from the issue of this licence and in the event of any damage to the sign, the licensee shall be responsible to reinstate to a condition satisfactory to the council.

I would be grateful if you would confirm your agreement to the above terms and conditions to the Licence for Siting an Advertisement by signing and returning two copies of this letter. A completed copy will then be returned to you.

Yours sincerely

Mrs \* insert officer name  
Estates Officer  
Resources Services

I do/ do not \* Insert name /TA wish to accept the above terms and conditions for a  
**Licence for Siting Advertisement - Railings The Harbour Ilfracombe**

Signed by .....

# Agenda Item 9

Appendix A

Name of Owner .....

Trading Company Name and Address .....

.....

Dated.....

The Harbour Master

Capt. Georgina Carlo-Paat.....

Chief Executive and Corporate Service

Dated .....

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