



## Public Document Pack

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

K. Miles  
Chief Executive.

### **HARBOUR BOARD**

A meeting of the Harbour Board will be held in the Ilfracombe Centre - Ilfracombe on **TUESDAY, 4TH FEBRUARY, 2020 at 2.00 pm.**

Members of the Harbour Board

Councillor Fowler (Chair)  
Councillor Wilkinson (Vice-Chair)

Councillors Campbell and Turton

Co-opted Members:

Mr Cleary, Gear, Gibbs and Knill

### **AGENDA**

1. Apologies for Absence
2. To approve as a correct record the minutes of the meeting held on 12th November 2019 (Pages 5 - 10)  
(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 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 Port Marine Safety Code Audit Report - Ilfracombe and Lynmouth Harbours** (Pages 11 - 14)  
Report by Health and Safety Manager, (attached).
7. **Ilfracombe Harbour - Charges review 2020 - 2021** (Pages 15 - 26)

Report by Harbourmaster, (attached).

8. **Ilfracombe Birdman 2020 event**

Harbour Master to report.

9. **Aids to Navigation Update**

Harbourmaster to report.

10. **Harbour Security Update**

Harbourmaster to report.

11. **Infrastructure Update**

Harbourmaster to report.

12. **Ilfracombe Harbour Community Forum** (Pages 27 - 28)

Minutes of meeting held on 22<sup>nd</sup> January 2020, (attached).

13. **Future Projects**

Harbourmaster to report.

14. **Harbour Board - Dates for Future Meetings of the Board in 2020/21**

To consider and agree the proposed dates for future meetings of the Board in 2020/21 as follows:

- Tuesday, 5<sup>th</sup> May 2020 at 2 pm
- Tuesday, 11<sup>th</sup> August 2020 at 2 pm
- Tuesday, 17<sup>th</sup> November 2020 at 2 pm
- Tuesday, 2<sup>nd</sup> February 2021 at 2 pm

**PART B**

Nil.

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

27.01.20



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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 at Ilfracombe Centre - Ilfracombe on Tuesday, 12th November, 2019 at 2.00 pm

PRESENT: Members:

Councillor Fowler (Chair)

Councillors Turton and Wilkinson

Officers:

Ilfracombe Harbour Master, Head of Resources and Designated Person, (JT) and Corporate and Community Services Officer, (AD)

Also Present:

Mr Dudley Jenkins, Ilfracombe Harbour Forum

**24. APOLOGIES FOR ABSENCE**

Apologies of absence were received from Councillor Campbell.

**25. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 13TH AUGUST 2019**

RESOLVED that the minutes of the meeting held on 13<sup>th</sup> August 2019 (circulated previously) be approved as a correct record and signed by the Chair.

**26. DECLARATIONS OF INTEREST**

The following declarations of interest were announced:

Councillor Fowler                      All items – personal interest as a boat owner and a Trustee of Ilfracombe Yacht Club.

Mr Knill                                      All items – personal interest as a Trustee of Ilfracombe Yacht Club, Secretary of Ysail and a boat owner.

**27. QUARTERLY DESIGNATED PERSON AUDIT REPORT - ILFRACOMBE AND LYNMOUTH HARBOURS**

The Board Members received an update from the Head of Resources/Designated Person following the quarterly designated person audits, which were carried out at Ilfracombe on 10<sup>th</sup> October 2019 and at Lynmouth on 16<sup>th</sup> October 2019, (circulated previously).

The Designated Person confirmed that the Marine Safety Management System was working effectively and was, therefore, ensuring compliance with the Port Marine Safety Code for both Harbours.

The following updates were given:

## Ilfracombe

- A report outlining the improvements for the CCTV infrastructure had been approved in principle at Strategy and Resources Committee in September 2019
- The outer steps at Old Quay Head had been repaired and painted
- An agreement had been reached with the Conservation Officer over what was acceptable to use in the replacement of the dock ladders
- The new leases for the Old Quay Head store huts were being finalised with the Council agreeing to carry out the repairs to the sliding doors over the winter months
- All the laser scan reports had been received except for the East Face
- Speed ramps had been installed as well as yellow paint markings highlighting the pedestrian walkway on the working side of the Quay
- Due to adverse weather conditions the boats out was delayed by one day. Not all owners could attend, therefore, a second lift out was arranged for 30<sup>th</sup> November
- Two Yokohama fenders had been lifted and stored awaiting resale
- Recent storm weather had caused a ground sinker to fail causing damage to two boats, the sinker was made good and plans to inspect all Harbour ground chains and GPS mark them over the winter months would enable the Harbour to optimise moorings
- Further to the survey of the main slipway, works were to be carried out during the second week of December 2019
- Replacement of railings which were starting to rust alongside the seating on the Harbour wall and Quay Road would be replaced in the near future

## Lynmouth

- There was a need for representation from Lynmouth Harbour to be present at future Board meetings
- Ladders were ready to be fitted to the Harbour wall in coming months
- Discussion was still ongoing with the Environment Agency over the works to be rectified around the flood wall stone work, which due to the sub-standard nature of the works had suffered further destruction during recent storms
- Railings on the pedestrian bridge required replacement and talks were ongoing with Devon County Council who had confirmed they owned them

28. **ILFRACOMBE HARBOUR BUSINESS AND MARINE SAFETY PLAN 2020/23 - INCORPORATING ANNUAL REPORT 2019**

The Harbour Master provided the Board members with the following updates on the Ilfracombe Harbour Business and Marine Safety Plan 2020/23 – incorporating Annual Report 2019 (circulated previously):

- There was a need for the Safety plan which was three yearly updated to be separated from the annual report
- The separation would make the monitoring of objectives easier as three years was a better timeline for checking progress
- It was requested that Board Members attend a workshop to be arranged over the winter months to work on the separation of the documents
- There were four documents that needed to be stand alone:
  - (a) Long term Strategy Plan
  - (b) Master Plan
  - (c) Business Plan
  - (d) Annual report
- Increased activities in the Harbour meant that the Harbour Master was more likely be needed to deal with water-borne incidents. To minimise reliance on Commercial users and the RNLI the Harbour Master suggested the purchase of a small vessel which could be launched from the fuel berth. The cost of a second hand, four metre vessel could be less than £3,500.

In response to a question on the Harbour Master's area covered, the Harbour Master advised just beyond the RNLI buoy was within her jurisdiction.

**29. ILFRACOMBE HARBOUR - CHARGES REVIEW 2020-2021**

The Harbour Master gave the Board members an update on the Ilfracombe Harbour - Charges Review 2020-21 (circulated previously) as follows:

- It was hoped that the Yacht club would take over the running of the shower facilities although the lease had yet to be signed
- As a result of the meeting that had taken place with auditors the question of red diesel sales came up and the Harbour Master hoped this issue could be brought to a future Board meeting to be discussed fully
- HMRC had confirmed that the Dive club did not fulfil the criteria to be classed as commercial users of diesel and as such would have to seek alternative methods to fuel, using white diesel when the regulations changed
- The response to the HMRC's stage 2 consultation into the implementation of the Court of Justice of the European Union judgement on diesel fuel used in the private pleasure craft industry had been the biggest response they had ever had in their history of consultations

The Head of Resources/Designated Person confirmed that the 2% increase in charges was in line with other increases in Council services.

RECOMMENDED that subject to public consultation:

- (a) the charges for Ilfracombe Harbour be increased by 2% and;
- (b) the dues to the Ilfracombe Yacht Club remain the same as they were taking on a lease to run the shower facilities and would be charging for the use.

**30. DESIGNATED PERSON ROLE**

The Harbour Master provided the Board members with the following update regarding the Designated Person role report (circulated previously):

- Full council were the Duty Holder for the Harbour and the Designated Person provided independent assessments and reported back to the Duty Holder
- The last revision of the Guide to good Practice, in 2018, gave the criterion that the Designated Person had to hold appropriate qualifications to be the Designated Person
- The Harbour Master of Watchet and Minehead was a master Mariner and their harbours matched the size of Ilfracombe and Lynmouth fairly evenly
- It was hoped that bi-annual visits to reciprocal Harbours would be carried out with Watchet and Minehead Harbour Master visiting Ilfracombe and Lynmouth in 2020

RECOMMENDED that the role of Designated Person be re-evaluated to allow for the appointment of a Designated Person for Ilfracombe and Lynmouth Harbours who would be appropriately qualified for the role.

**31. AIDS TO NAVIGATION UPDATE**

The Harbour Master updated the Board members on Aids to Navigation as follows:

- It had been decided to go ahead with the maintenance contract with Navmoor Limited at a cost of £1,500 per annum covering both Ilfracombe and Lynmouth Harbours.
- This costing was broken down as £1,000 for Ilfracombe and £500 for Lynmouth

**32. HARBOUR SECURITY UPDATE**

The Harbour Master gave the Board members the following update:

- The Police Drone Team had expressed an interest in drone flying exercises over Ilfracombe Harbour, this activity would complement our contingency planning. Details would be put forward to a future Council meeting before talks with the Police and Crime Commissioners Office would begin

- A quote had been received from M&E Alarms for the installation of the new CCTV cameras
- 19 cameras in total would be installed with various organisations paying for a camera at locations relevant to their organisation
- The European Maritime and Fisheries Fund provided help to cover the costs of CCTV installations as well as landing stages, ladders and fenders. A new fund has been opened to run until 2021

**33. INFRASTRUCTURE UPDATE**

The Harbour Master provided the Board members with the following updates:

- Two old Yokohama fenders had been removed and were to be sold for around £2,000 each
- The cost of replacing these with sling fenders came to £7,950 each. The pilings would need to be faced with a non-abrasive material but the life span of this would be 20 to 25 years
- Six pile fenders were to be removed from the South Pier and used at the Cove
- New facing was being looked at for the fuel berth
- Currently the Harbour ladders were replaced every three years and a more cost effective option was being looked at
- Captain Hines from Chivenor Marine Base was going to visit and take a sample of sand to test for suitability for use in filling their sandbags. If the quality of the sand was correct they would dig down one to two metres, this had the added bonus of helping to keep the culverts clear
- Vacant possession of all kiosks had been regained. It was no longer planned to fully demolish the kiosks. Architects drawings of the proposed plans for the pier entrance had been received
- The finials were of historic significance and would be relocated to the Victoria Pleasure Grounds nearby
- The clock was to be relocated to an arch which would mark the entrance to the pier which would give the additional bonus of retaining the history but also enhancing the pier

The Board requested that Councillor Wilkinson communicate with the Project Team and the Architects to allow him input into the design feature of the entrance to the pier.

**34. ILFRACOMBE HARBOUR COMMUNITY FORUM**

The Ilfracombe Harbour Forum addressed the Board in relation to the minutes of their last meeting on 10<sup>th</sup> October 2019 (circulated previously).

- The Harbour Forum expressed its concerns over the finances of the Water Sports Centre
- Whether the introduction of a toilet charge could be used toward the cost of keeping the toilets clean

In response to the concerns expressed the Head of Resources/Designated Person advised the Board members that £1.5 million had been secured through external

funding of which, just over, £100,000 had already been spent. With the increase in costings there was potentially a £1 million shortfall on the original planned site. The Council was looking at a secondary site for the placement of the Water Sports Centre which could give the possibility for costs being reduced. Scrutiny was being given to the ongoing cost of running the centre and ensuring its viability going forward. The Council still wanted to provide a Water Sports Centre in Ilfracombe.

The Head of Resources/Designated Person advised the Board that the Head of Operations was going to be carrying out a programme of review on the public toilet facilities across the whole of North Devon. Councillor Pearson would be meeting with the Head of Operations to discuss this review and his service plan. Data was collected on usage of the facilities and this would be looked at when considering toilet facility provision.

**35. FUTURE PROJECTS**

The Harbour Master update the Board members with the following:

- Lynmouth Harbour needed to be incorporated into the North Devon Council constitution and it was proposed that a further workshop was arranged to have this discussion
- The cost of a Harbour Revision Order was currently £4,500 but the Marine Management Organisation were planning to increase this cost to £17,500. In a move away from Bye-laws the cost of using General Directions had been looked at
- The cost to hire a lawyer and make the changes privately would be £9,000 and take six to nine months to complete
- Two cruise ships were due to visit the Harbour in 2020, the MS Veendam on 12<sup>th</sup> May and the MS Rotterdam on 8<sup>th</sup> September
- The Birdman organisers had requested to extend their event over a whole weekend, a two day closure of the Harbour would require a public consultation to collate opinion. The weekend in question was the first weekend in August at peak visitor time and it was suggested that an alternative weekend be considered and the possibility of including the whole town
- The Harbour Master was now fully up-to-date on her Instructor qualifications and hoped to be fully up and running mini courses early summer 2020
- Duty Holder training was to be arranged with the British Port Association and held jointly with Exeter City Council. A date in February would be confirmed nearer the time.

Chairman

The meeting ended at 3.42 pm

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

## HARBOUR BOARD MEETING: 4<sup>TH</sup> FEBRUARY 2020

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

**Ilfracombe- 8th January 2020- Captain Georgina Carlo-Paat (Harbour Master), Ric Simpson (Deputy Harbour Master) Jon Triggs, (Designated Person) Pamela Charles (H&S Adviser) and Mark Roberts (Engineer)**

**Lynmouth- 16th January 2020 - Kevin Harris, (Town Clerk), Captain Georgina Carlo-Paat (Harbour Master), Jon Triggs, (Designated Person) Pamela Charles (H&S Adviser) and Chris Sleep (Mayor, Lynton & Lynmouth Town Council.)**

#### **1. PURPOSE OF REPORT**

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

#### **2. ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- ILFRACOMBE**

- 2.1 Inner steps on Old Quay Head- middle step has been highlighted white.
- 2.2 Boats were safely lifted from the harbour for winter storage during November, the weather causing some changes to the dates originally planned.
- 2.3 The two Yokohama fenders were safely lifted during “boats out” period and are currently being stored awaiting sale or donation to Charity Ships if no buyer can be found.
- 2.4 Repointing of Stone Bench has been carried out to remedy a structural crack and no further damage seems to be occurring.
- 2.5 A small trial area of a non-bleach cleaning product called AlgoPro has proven successful so the product is to now to be trialled for the company on larger areas of the Harbour walkways, walls, and other structures. The product is Environmentally Friendly in that it contains no bleach requires no washing down after application, removes algae, moss and lichen and prevents regrowth.
- 2.6 Fishing Amateur have bid for funding from the Maritime and Fisheries Fund (MFF) for various safety and operational improvements on the Cove and Harbour.

#### **3. RISK MANAGEMENT- ILFRACOMBE**

- 3.1 An internal audit of the following topics is being carried out this quarter, not completed at time of writing report.
  - i. Legislation, (Acts, Harbour Revision Orders, Byelaws) and Directions,
  - ii. Conservancy (survey, dredging),
  - iii. Duty Holder and DP Function,
  - iv. Open Port Duty and Setting Dues.

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- 3.2 Storm damage during November 2019 to Old Quay Head has resulted in repairs to this area becoming a priority. A notice to mariners was issued to advise and request they proceed with caution around Old Quay Head. Works are ongoing.
- 3.3 Inner steps on Old Quay Head- work still to be carried out regarding the new handrail. This work will be replaced once a suitable composite material has been sourced and will be carried out along with replacing other rails along the harbour side wall with the same material.
- 3.4 Installation of new electrical conduits on Old Quay Head – still to be carried out.
- 3.5 Work to the ground chains in the harbour with a view to re-laying them, has been planned but not yet carried out.
- 3.6 The work to the RNLI main slipway has been investigated and it has been agreed that due to cost and time implications, the work will be limited to repair of the cross beams during January 2020 in the first instance.
- 3.7 The Harbour Master has obtained a quote for the cost of the examination and testing of all mooring equipment and bollards but it is understood that that Maritime and Coastguard Agency (MCA) are in the process of re defining the criteria for examination and testing. Once the new criteria are published, the Harbour Master will seek new quotes and commission the testing and examination of all such equipment.
- 3.8 Footpath from the Harbour to St Nicolas Chapel remains closed to the public while repair works are carried out to the Chapel.
- 3.9 Large metal waste bin had been damaged (Stone Bench area), which prevented the door of the bin from being closed. The bin was to be replaced with a plastic bin.
- 3.10 Aid to Navigation lights, Pier North (Cat 3) have been tripping out, indicating a wiring fault. This has not compromised the 97% availability and works to investigate and remedy will take place on 9th Jan 2020.
- 3.11 Work to remove and replace fenders from the South Pier, and install new Yokohamas is required to open up a second landing to ease congestion. This will reduce Pier maintenance over the long term, as new fenders will have a 25 year life span.  
This work may need to be carried out in stages, with the priority being the second landing steps and Yokohamas fitted. Replacement of the three fenders may need to be carried out at a later date. Work will begin early/mid-February 2020.
- 3.12 New posts and signage stickers will be provided for the Lifebuoy Ring housings, positioned on the Cove

## **4. ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- LYNMOUTH**

- 4.1 The worn white line at the top of the slipway, has been repainted but a more durable line will be painted as and when the car park marking is carried out.
- 4.2 The steps (Rising Sun side- Port Side) have been repaired.
- 4.3 Authorisation has been given for two dinghies to be tied to the handrail while ladders are out.

## **5. RISK MANAGEMENT – LYNMOUTH**

- 5.1 An internal audit of the following topics is being carried out this quarter, not completed at time of writing report.
  - i. Legislation, (Acts, Harbour Revision Orders, Byelaws) and Directions,
  - ii. Conservancy (survey, dredging),
  - iii. Duty Holder and DP Function,
  - iv. Open Port Duty and Setting Dues.
- 5.2 Discussions with the Environment Agency (EA) regarding the stone work to the flood area which is considered substandard are ongoing. EA have agreed to carry out the necessary works, but no time scale or start date provided. Town Clerk will make contact with the EA on a monthly basis until such time as a date for the works to commence is agreed.
- 5.3 Railings on bridge requiring remedial works. Devon County Council originally indicated that the bridge was their responsibility but now say it is responsibility of Lynton & Lynmouth Town Council. Town Clerk is carrying out research of historic documents to establish ownership. There are concerns for the 2020 Raft Race if repairs are not carried out ahead of this event. Organisers will be required to carry out a risk assessment for the use of this bridge by spectators, and the risk assessment will need to be agreed by the Town Council.
- 5.4 Remedial works required to the main face of the slipway wall –still pending. Repairs are weather and tide dependant.
- 5.5 Work to the Causeway- still pending- weather and tide dependant – will need to be carried out in stages. (Subject to a Project Appraisal Group (PAG) bid.)
- 5.6 There were unauthorised activities of the Lynmouth Sailing Club on 31<sup>st</sup> Dec 2019 when Rhenish Tower was lit up with red lights. This would have been visible from out at sea and could have been a danger to navigation. The Club must in future request permission from the Town Clerk for any future activities.
- 5.7 A moored boat broke free when its mooring rope broke. The Town Council provided moorings were sound and did not fail.
- 5.8 New ladders with hand rails have been fabricated but not yet installed along the wall.

## **6. CONCLUSIONS**

- 6.1 Health and Safety at Ilfracombe Harbour continues to be proactively managed by the Harbour Master. A number of matters have been resolved since the last audit but the time of year and weather has prevented some work going ahead.
- 6.2 Health & Safety at Lynmouth is being proactively managed by the Town Clerk. The time of year and the bad weather have prevented progress of some Health and Safety matters however plans are in place to address these outstanding issues.

Pamela Charles  
H&S Adviser  
Jan 2020

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Open for Publication

## NORTH DEVON COUNCIL

**REPORT TO: HARBOUR BOARD**

Date: 4<sup>th</sup> February 2020

**TOPIC: ILFRACOMBE HARBOUR - CHARGES REVIEW 2020-2021**

**REPORT BY: CAPT. GEORGINA CARLO-PAAT (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 2020-2021 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 2.0%
- 2.2 It is recommended that due to the Ilfracombe Yacht Club taking over the running of the shower facilities under the new lease and that they intend to charge for the use that the visitor dues remain the same.

### 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 NDC resources. It is felt that users of the Harbour and its facilities should continue to help bear part of these incurred costs.
- 3.2 The visitor dues have incorporated the use of the shower facilities in the Yacht club and as the Yacht Club now intend to charge for their use it would be deemed bad practice to raise the dues this year.

### 4 REPORT

- 4.1 Harbour charges are reviewed annually by the Harbour Board. The CPI forecast for 2020 is 2.0% and this 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 2 decimal points to enable easier on site collection.
- 4.3 The requirements of the adopted Harbour Business Plan should be considered.

## 4.4 CONSULTATION

4.4.1 On 15<sup>th</sup> November 2019 the following users were consulted ,The Lundy Company, Waverley Excursions Ltd, and the Harbour Community Forum . The consultation closed on January 6<sup>th</sup> 2020 with the following comments made;

Lundy Company – No objections to new charges

Harbour Forum – 1 comment requesting the charge to be adjusted to reflect a 1.5% increase as believes the charges should be tagged to inflation rate.

Waverley Excursions Ltd (Waverley) – No comments but wished to confirm they would still be receiving the charitable rate as for previous years.

## 4.5 OPTIONS CONSIDERED

4.5.1 Hold Charges at 2019-20 rates for all charges.

4.5.2 Increase all charges for all with the exception of visitor dues in line with the forecasted 2020 CPI figure of 2.0%.

## 4.6 REASONS FOR REJECTING OPTIONS

4.6.1 Rejecting 4.5.1, holding charges at 2019-20 rates has been rejected as it fails to take into account the increasing financial burden of Harbour costs and improving services.

## 4.7 CONCLUSION

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

4.7.2 This is not considered to be a key decision.

4.7.3 Following consultation, having received no further comments, I propose that the Charges as proposed in this report, if the board is in accord, be put to Full Council for implementation on the 1st April 2020.

## 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 At present there are no manpower issues.

## 6 EQUALITIES ASSESSMENT

6.1 Due to the nature of this report being concerned solely with Harbour Charges there are no equalities implications anticipated as a result of this report. See Appendix III for full assessment.

## 7 CONSTITUTIONAL CONTEXT

<b>Article and paragraph</b>	<b>Appendix and paragraph</b>	<b>Referred or delegated power?</b>	<b>A key decision?</b>
Article 18	Appendix 5 (paragraph 6) Appendix 3	Delegated	No

## 8 STATEMENT OF CONFIDENTIALITY

8.1 This report does not contain confidential information.

## 9 BACKGROUND PAPERS

Appendix I - 2019-20 Harbour Charges

Appendix II - Proposed 2020-21 Harbour Charges (+2.0%)

Appendix III – Equality Impact Assessment Form

Ilfracombe Harbour Business Plan

## 10 STATEMENT OF INTERNAL ADVICE

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

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Harbour Board Chairman: Councillor G Fowler

Author: Capt. Georgina Carlo-Paat

Date: 21<sup>st</sup> January 2020

Reference: 2019-20 Charges Report

**APPENDIX I**

**ILFRACOMBE HARBOUR**

**Charges 2019 – 2020**

**MOORING LICENCE HOLDERS**

	<u>Per ft. (loa)</u>	<u>Per metre(loa)</u>
<b><u>Ground Moorings</u></b>		
Under 14ft Beam per annum	£18.06	£59.24
14ft or Over Beam per annum	£22.55	£73.96
<b><u>Commercial Vessels with Ground Moorings</u></b>		
Under 14ft Beam per annum	£21.38	£70.11
14ft or Over Beam per annum	£26.77	£87.80
<b><u>Fishing Vessels with Harbour Wall Moorings</u></b>		
Under 14ft Beam per annum	£28.24	£92.63
14ft or Over Beam per annum	£35.30	£115.82
<b><u>Commercial Vessels Carrying More than 12 Passengers with Wall Moorings</u></b>		
Under 14ft Beam per annum	£29.20	£95.79
14ft or Over Beam per annum	£37.28	£122.27
<b><u>Rowing Boats (with no other means of propulsion)</u></b>		
	£9.027	£29.61

**VISITING VESSELS**

**Visiting Boats**

		<u>EDR</u>
Per day	£ 0.50	£ 1.64 (49p)
Per week	£ 3.04	£ 9.97 (43p)

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Per fortnight	£ 5.34	£ 17.49 (38p)
Per 21 days	£ 7.48	£ 24.54 (36p)
Per month	£ 10.25	£ 33.64 (34p)
Per summer (3 months)	£ 25.96	£ 85.13 (29p)

EDR – Equivalent Daily Rate

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

Per day	£0.49	£1.59
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## Harbour Dues for Passenger Vessels (per visit)

Per GRT		£0.08
Per PAX		£0.34

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

## Stop and Shop

< 4 Hours		£6.37
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## MISCELLANEOUS CHARGES

### Dry side Winter Storage (Non mooring licence holders)

Per month or part thereof	<20ft	£35.46
	<30ft	£39.76
	30ft+	£42.55

### Cargo

Per Tonne Loaded/disembarked		£0.84
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### Cruise Liners

At Anchor	per passenger landed	£4.04
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### Launch Charge (no trailer)

Per day		£7.40 (£7.40)
Per week		£22.22

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<b>Annual</b>	<b>£79.34</b>
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## Launch + Trailer Park

<b>Per day</b>	<b>£10.60 (£10.60)</b>
<b>Per week</b>	<b>£52.90</b>
<b>Per Year</b>	<b>£211.57</b>
<b>Per Year (day use)</b>	<b>£105.79</b>

## Electricity

<b>Cables (with marine connections for harbour side connection)</b>	<b>£30.75</b>
<b>Per unit</b>	<b>Available on request</b>

## Water

<b>Hoses (with brass connector for harbour side connection)</b>	<b>£15.38</b>
<b>Per unit (from metered supplies)</b>	<b>Available on request</b>

## Dinghy/Kayak Storage (Non Secure)

<b>Dinghy for Mooring Licence Holders Per annum</b>	<b>£35.00</b>	<b>Kayaks</b>
<b>Per annum</b>	<b>£40.00</b>	

## Dinghy/Kayak Storage (Secure)

<b>Dinghy for Mooring Licence Holders Per annum</b>	<b>£70.00</b>	<b>Kayaks</b>
<b>Per annum</b>	<b>£80.00</b>	

## **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.

## APPENDIX II

# ILFRACOMBE HARBOUR

## Charges 2020 – 2021 (Baseline 2%)

### MOORING LICENCE HOLDERS

		<u>Per ft. (loa)</u>	<u>Per metre(loa)</u>
<u>Ground Moorings</u>			
Under 14ft Beam per annum		£18.42	£60.43 14ft or
Over Beam per annum	£23.00		£75.44
<u>Commercial Vessels with Ground Moorings</u>			
Under 14ft Beam per annum		£21.81	£71.51 14ft or
Over Beam per annum	£27.31		£89.56
<u>Fishing Vessels with Harbour Wall Moorings</u>			
Under 14ft Beam per annum		£28.81	£94.48 14ft or
Over Beam per annum	£36.00		£118.14
<u>Commercial Vessels Carrying More than 12 Passengers with Wall Moorings</u>			

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Under 14ft Beam per annum	£29.78	£97.71 14ft or
Over Beam per annum	£38.03	£124.72

## Rowing Boats (with no other means of propulsion)

£9.21	£30.20
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## VISITING VESSELS

### Visiting Boats

		<u>EDR</u>	
Per day	£ 0.50	£ 1.53	(50p)
Per week	£ 3.04	£ 9.97	(43p)
Per fortnight	£ 5.34	£ 17.49	(38p)
Per 21 days	£ 7.48	£ 24.54	(36p)
Per month	£ 10.25	£ 33.64	(34p)
Per summer (3 months)	£ 25.96	£ 85.13	(29p)

EDR – Equivalent Daily Rate

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

Per day	£0.50	£1.62
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### Harbour Dues for Passenger Vessels (per visit)

Per GRT	£0.08
Per PAX	£0.35

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

### Stop and Shop

< 4 Hours	£6.50
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## MISCELLANEOUS CHARGES

### Dry side Winter Storage (Non mooring licence holders)

Per month or part thereof	<20ft	£36.17
	<30ft	£40.56
	30ft+	£43.40

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## Cargo

Per Tonne Loaded/disembarked £0.86

## Cruise Liners

At Anchor per passenger landed £4.12

## Launch Charge (no trailer)

Per day £7.55  
Per week £22.66  
Annual £80.93

## Launch + Trailer Park

Per day £10.80  
Per week £53.96  
Per Year £215.80  
Per Year (day use) £107.91

## Electricity

Cables (with marine connections for harbour side connection) £31.37 Per  
unit Available on request

## Water

Hoses (with brass connector for harbour side connection) £15.69 Per  
unit (from metered supplies) Available on request

## Dinghy/Kayak Storage

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

Notes.

# Agenda Item 7

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.

## Appendix III

### Equality Impact Assessment

<p><b>Service Area: Ilfracombe Harbour</b></p> <p><b>Head of Service: Jon Triggs</b></p> <p><b>Lead Officer: Capt. Georgina Carlo-Paat</b></p> <p><b>Date: 28<sup>th</sup> September 2019</b></p>
<p><b>Name of policy/function/project/service area to be assessed:</b></p> <p><b>Harbour Charges</b></p>
<p><b>Brief description of proposal to be assessed:</b></p> <p><b>Report to Harbour Board regarding increase of Harbour Charges for the next financial year</b></p>

# Agenda Item 7

<b>Date of Assessment:</b>  12 <sup>th</sup> October		<b>Person responsible for completing the assessment:</b>  Capt. Georgina Carlo-Paat  <b>Contact Details:</b> Harbourmaster@northdevon.gov.uk	
<b>Brief description of the anticipated outcomes of the proposal:</b>			
<b>Provision</b>	<b>Current Arrangement</b>	<b>Proposed Arrangement</b>	<b>Comment</b>
Harbour Charges	To charge Harbour users Dues	To increase charge of Harbour Dues	To keep in line with inflation
<b>Impact</b>  There are only neutral impacts to all characteristics within this proposal.			
<b>Consideration of Alternatives</b>  N/A			
<b>Consultation</b>  The Lundy Company, Waverley Excursions Ltd, White Funnel Ltd and the Harbour Community Forum will be consulted regarding the proposed increases.			
<b>Monitoring Arrangements</b>  N/A			

## Reporting and Publication

Equality Impact Assessments will be published on North Devon Council's website.

### Date published:

NOTE: The completion of an Equality Impact Assessments is an ongoing process. Impacts will be continually reviewed during projects and the decision making process and the Assessment will be updated accordingly and published. A further assessment will also be undertaken between 6 to 12 months following the implementation of the policy, project, decision or service change has been implemented.

**Proposed implementation date of project/proposal: 1<sup>st</sup> April 2020**

**Funding considerations: N/A**

**Date approved by Head of Service:**

**29<sup>th</sup> September 2019**

### Corporate and Community Services Use Only:

Date of publication to NDC Website:

Date of Feedback (if required):

Feedback:

September 2019

## Ilfracombe Harbour Community Forum

Minutes of Meeting 22 January 2020 Started at 18:30

1. Lawrence welcomed those present. Thanked Kevin for the use of his Skittle Alley again.
2. Apologies: Andrew Bengey, RNLI; Leigh Hanks, RNLI; Stuart Carpenter, Passenger Boats; Daryl Furnston, IDTA; Chris Tappendon, IDTA; Maggs Ashton, Ilfracombe Sub Aqua Club; SA Ilfracombe Sub Aqua Club; Wayne Thomas, Ilf & Combe Martin Sea Angling Club; R Thompson Ilf Gig Club
3. PRESENT. Lawrence Raybone, Chair; Dudley Jenkins, Vice Chair, Secretary and TIC; Georgna Carlo-Paat, Harbour Master; Chris Wallis, Leigh Hanks RNLI; Paul Crabb and Bert Gear, Ilfracombe Town Council; Kevin Prideaux, Pub Licensees; Carol Chapple, Lantern Court; June Williams, Ilfracombe Yacht Club; John Barbeary, Charter Boats; Steve Pugsley, Paul Prideaux Harbour Shop Traders; Dave Hutchings, Paul Hutchings Ilfracombe Sea Safari; Dave Wellch, Y Sail, Steve Ashton + 1 Ilf SAC.
4. Minutes and matters arising: Minutes approved CW and seconded CC.

There were no matters arising.

**5. Harbour Master's update:** The Royal Marines Association and harbour works for the Wave Shark will be completed by the end of January. 02 sim card still required.

Boats in last weekend in March (Friday 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup>)

Two visiting Cruise ships, May and August. ( MV Veendam & MV Rotterdam)

Biosphere works: Start Feb 9<sup>th</sup> and finish March 27<sup>th</sup>.

Proposed long term cost-saving Harbour improvements by the use of black composites hand rails and ladders for harbour with photo celled top step step to illuminate the ladders at night. Old Quay Head and Cove fenders. South Pier to get 1 extra landing stages and one at Quay Head steps to relieve congestion at low tides. The works to the Pier fenders and the opening of 1 extra landing are going ahead. Fishing Association alongside HM are working together to put in a bid to the MMO for funding to carry on with the works to OQH and the inner harbour infrastructure.

NDC have approved new HD CCTV linked to Barnstaple with a mini hub in the harbour. This will still take time to implement.

Herring Gulls: A fresh quote for the introduction of Hawks to deter the nesting season early this year was received too late to organise Ilfracombe Town Council funding for 2020

Does anybody want free sand for their sand bags.

### **6. Any Other Business. Two items:**

#### **6a. Proposal By Round Table (RT) to run a two day event for Bird Man instead of the one day:**

James Sanders – Elliot, Leo Cooper, Tom Martin – Jeffery and Paul Crabb all presented the following on behalf of the RT: Bird Man was a 1 day event which has run for 23 years and raises funds for local charities. On a good year it has raised £10k and on a bad (very wet) year it raised just over 70 pence after costs!. The Forum supports the work that the RT put in for the existing 1 day event as, in it's current format, it is regarded as generally positive for Harbour business. It generates further profile for Ilfracombe.

The RT want to expand the event to 2 days to cut overall costs and avoid the disaster caused by very wet weather. Either Friday and Saturday or Saturday and Sunday was proposed. There was a very long and convoluted discussion on this with some support all around the forum and some dissent. Subject to final Round Table proposal. More detail required from RT

Questions raise were: Did it have to be August so late in the year? It was suggested that better weather was to be had (generally) in June or July.

# Agenda Item 12

*(This could clash with school times as there are no half term holidays in these months and there is a reluctance for parents to take children out of school. This Note added after the meeting by the Secretary)*

**A vote was taken with some stakeholders supporting the existing 1 day event in its current format and an extra (late part) day on the Friday. There remains some concern for accomodating Lundy logistics and sailings. A more conclusive vote should be available to the Harbour Board on receipt of a more detailed proposal submitted to the forum by The Round Table.**

The Round Table to take a non-financial business plan to the next Harbour Board meeting.

## **6b. New all inclusive Dive Club business Reg 2597:**

Steve Trebble with his partner Suzanne explained about the new dive business they have set up to be all inclusive for mobility impaired, groups such as Help the Heroes and those with learning difficulties. The group is fully compliant with all diving qualifications and does not propose to dive within the harbour sailing areas but would like to, if possible use the pool area just beyond Verity (this is for discussion with the Harbour Master.)

The proposal was met with the general approval of the Forum.

The meeting closed at 8:00pm with no fixed date set for the next meeting.

It is proposed that the date of next meeting is: Tuesday 31<sup>st</sup> March 2020 at 6:30pm in the Sandpiper.