



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, 12TH NOVEMBER, 2019 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, Kift and Knill

AGENDA

1. Apologies for Absence
2. To approve as a correct record the minutes of the meeting held on 13th August 2019 (Pages 5 - 10)
(attached).
3. Items brought forward which in the opinion of the Chairman 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 Audit Report - Ilfracombe and Lynmouth Harbours** (Pages 11 - 14)
Report by Health and Safety Manager (attached).
7. **Ilfracombe Harbour Business and Marine Safety Plan 2020/23 - Incorporating**

Annual Report 2019 (Pages 15 - 40)

Report by Harbour Master, (attached).

8. **Ilfracombe Harbour - Charges Review 2020-2021** (Pages 41 - 52)

Report by Harbour Master, (attached).

9. **Designated Person Role** (Pages 53 - 56)

Report by Harbour Master, (attached).

10. **Aids to Navigation Update**

Harbour Master to report.

11. **Harbour Security Update**

Harbour Master to report.

12. **Infrastructure Update**

Harbour Master to report.

13. **Ilfracombe Harbour Community Forum** (Pages 57 - 58)

Minutes of the meeting held on 10th October 2019, (attached).

14. **Future Projects**

Harbour Master to report.

PART B

Nil.

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

4.11.19



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NORTH DEVON COUNCIL

Minutes of a meeting of Harbour Board held at Ilfracombe Centre - Ilfracombe on Tuesday, 13th August, 2019 at 2.00 pm

PRESENT: Members:

Councillor Fowler (Chairman)

Councillors Wilkinson and Campbell

Co-optees:

Mr Cleary and Mr Knill

Officers:

Head of Resources and Designated Person, (JT)
Harbour Master, (GC-P)
Committee Clerk, (AD)

Also Present:

Chairman of the Ilfracombe Harbour Forum, (LR)

12. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Turton.

13. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 4TH JUNE 2019

RESOLVED that the minutes of the meeting held on 4th June 2019 (circulated previously) be approved as a correct record and signed by the Chairman.

14. DECLARATIONS OF INTEREST

The following declarations of interest were announced:

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

Councillor Campbell All items – personal interest as undertook occasional work for the Landmark Trust (Lundy Island).

Mr Knill All items – personal interest as a Trustee of

Ilfracombe Yacht Club, Secretary of Ysail and a
boat owner.

**15. QUARTERLY DESIGNATED PERSONS AUDIT REPORT -
ILFRACOMBE AND LYNMOUTH HARBOURS**

The Board Members received an update from the Designated Person following the quarterly designated person audits, which were carried out at Ilfracombe on 12th July 2019 and Lynmouth on 24th July 2019. The following updates were given:

Ilfracombe

- An update on actions completed from previous inspections:
- Due to the adverse weather the cruise ship due to visit Ilfracombe in August had not arrived
- The works on the inner steps at Old Quay Head were still ongoing
- A visit to Bristol had been undertaken to research dock ladders, one solution that appeared to work really well was highly durable and was collapsible, so 2 metre sections could be removed and replaced if repair was needed, and the company that produced this option were based in Holland so a company in the UK was being sought. The grade II listed inner wall required the careful consideration of colour of materials to be used at present the only option for the ladders was high visibility paint
- Isolation of the oil tank in the compound work still to be carried out
- Still waiting for receipt of the laser scan report

Lynmouth

- An update on actions completed from previous inspections:
- A meeting had taken place with the Environment Agency to discuss acceptable flood gates and also the works already carried out to the flood wall was starting to break up with incoming tides and would need to be redone.
- The Harbour Master would work with Lynton and Lynmouth Town Council Clerk to get the paperwork organised, to ensure requirements were being met for the Port Marine Safety Code.

In response to a question about the budget for Lynmouth Harbour the designated person confirmed this came under the Lynton and Lynmouth Agency administered by Lynton and Lynmouth Town Council.

In response to a question about whether the risk assessment for dead animals washing up in the harbour covered dead fish overspill the Harbour Master confirmed no it didn't as the difficulty was retrieving dead livestock from the water.

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

RESOLVED that the quarterly designated person audit report be noted.

16. CONSULTATIVE GROUP REPORTS - ILFRACOMBE HARBOUR COMMUNITY FORUM

The Board considered the minutes of the last Ilfracombe Harbour Forum meeting, (circulated previously), held on 10th July 2019. The Chairman of the Forum gave the following updates:

- The Harbour Forum was keen for a Water Sports centre to be developed and were disappointed at the news of the funding shortfall but wholly supported any solution that could be found for the provision of a Water Sports facility.
- Signage warning of Gull attacks was in place and the Forum supported the use of live falconry as a means to deter Gulls in the Harbour.
- The Harbour Forum appreciated the increase in toilet cleaning rounds and would like to state that the demand on these facilities was great and would be devastating to ever lose them.
- The Harbour Forum supported the Public Spaces Protection Order.
- The issue of cigarette butts was being worked on with the creation of a poster showing a storm drain which would highlight where the sea began and where this litter ended up

In response to the issue of clean toilets the Harbour Master requested the Board consider using £358 of their budget for a deep steam clean of the facilities.

The Designated Person also advised the Board that a complete review of all North Devon Council toilet blocks would be carried out next year with the aim of drawing up a planned maintenance programme.

Mr Cleary added that families with young children would be put off returning if there were not the toilet facilities available.

The Chairman of the Harbour Forum requested to be kept up-to-date of any reports and findings as a result of the review.

There were no minutes from the Lynmouth Harbour Group.

RESOLVED that the Harbour Board use money from their allocated budget for the steam cleaning of the toilet block at the Harbour.

17. POLICIES AND PLANS UPDATE

The Harbour Master advised the Board that all policies were up-to-date.

18. AIDS TO NAVIGATION UPDATE

The Harbour Master updated the Board with the following:

- A local certified electrician had looked at the leading lights and made an adaptation which the Trinity House boat had tested and were able to confirm the issue of the line of sight had been corrected.
- The placement of an anti-graffiti cage was such that the navigation lights line of sight had been blocked.
- Both Harbours could be maintained for a yearly sum of £1700 if the Board agreed.

RESOLVED that the Harbour Board were happy to agree to the maintenance of Lynmouth and Ilfracombe Harbour leading lights.

19. HARBOUR SECURITY UPDATE

The Harbour Master updated the Board as follows:

- There was now a Security Advisory Committee members of which would be meeting on 22nd August 2019 for a talk given by an Officer from the Border Force Agency on anti-terrorism

20. INFRASTRUCTURE UPDATE

The Board Members received the following update from the Harbour Master:

- A visit to Bristol had taken place looking at Fender replacement options a quote had come in at £220,000 so other options were being explored.
- The current Yokohama fenders are the largest size available so replacing the fenders for a smaller size would be a cheaper option.
- The Cove sustained the most damage to fenders due to trawlers catching on them and pulling them off the wall it was hoped to reschedule a meeting with a company who used composite materials and would maintain and repair damage sustained.
- Temporary speed bumps had been placed on the Cove, this was a re-introduction to speed inhibition and was a test to see how it worked. The speed bumps would then be positioned in a permanent position to reduce speeds to 10 miles per hour.

Mr Cleary advised the Board that at the start of Marine Drive work needed to be done to clear gullies which were overflowing and causing sitting water which in turn would break down the asphalt and cause damage to the wall.

21. FUTURE PROJECTS

The Board received an update from the Harbour Master as follows:

- There had been a really good take up from local artists to paint the

waiting room.

- A Fullabrook grant of £3,000 had been secured towards the waste shark launching cage. It was hoped to launch by the end of September 2019.
- Hele bay fell under the remit of the District Council and a bye law could not be introduced to incorporate it under Ilfracombe. Buoys could be used to delineate where swimmers were allowed to use the water and so minimise the issue of Jet Skis launching at Hele Bay. There had been no reports of any physical injuries or near misses.
- The number of illegal launches had reduced since the introduction of the policy which required users to obtain an identifying permit when launching from Ilfracombe or Bideford.

22. IMPLEMENTATION OF THE COURT OF JUSTICE OF THE EUROPEAN UNION (CJEU) JUDGEMENT ON DIESEL FUEL USED IN PRIVATE PLEASURE CRAFT.

The Board considered the HMRC consultation paper, (circulated previously), in relation to stage 2 of the consultation process on the implementation of the Court of Justice of the European Union (CJEU) judgment on diesel fuel used in private pleasure craft.

The Harbour Master tabled charts showing members the users of Fuel and sales of diesel for private use over the last ten years as an aid to formulating a response to the consultation.

Members agreed that the Harbour Master would respond to the survey on behalf of the Harbour.

23. APPOINTMENT OF INDEPENDENT MEMBERS TO THE HARBOUR BOARD

The Board considered a report by the Harbour Master (circulated previously) regarding the appointment of two Independent Members to the Harbour Board.

The Board discussed the high calibre of the interviewees and the merits of those recommended for position of Independent Member.

RECOMMENDED that Mr Bert Gear and Mr Tim Gibbs be appointed as independent members to the Harbour Board to serve a four year term commencing on 25th November 2019 until 24th November 2023.

Chairman

The meeting ended at 3.26 pm

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

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HARBOUR BOARD MEETING: 12th NOVEMBER 2019

Quarterly Designated Person Audit Report - Ilfracombe & Lynmouth Harbours

Ilfracombe- 10th October 2019- 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 Oct 2019- Kevin Harris, (Town Clerk), Captain Georgina Carlo-Paat (Harbour Master), Jon Triggs, (Designated Person) Pamela Charles (H&S Adviser) and Phil Cosgrove (Harbour Maintenance)

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 Improvements to CCTV have been approved in principle.
- 2.2 Outer steps on Old Quay Head have been repaired and repainted.
- 2.3 Replacement of dock ladders- Visit was carried out to Bristol Port to research types/materials that could be used. Agreement has been reached with the Conservation Officer over what is acceptable. Eight week lead in to gain approval for the works to be carried out.
- 2.4 The oil tank in the compound has now been isolated from the main compound to allow access to the oil tank to be restricted.
- 2.5 Sliding doors to fishermen's huts on Old Quay Head – New Lease Agreements being finalised. North Devon Council will undertake the repairs
- 2.6 All Laser scan reports, except for the East Face have been received by Engineers.
- 2.7 Further improvements to safety on the working side of the key have been made, with the pedestrian walkway now painted yellow and speed ramps placed at each end to define the area.

3. RISK MANAGEMENT- ILFRACOMBE

- 3.1 An internal audit of the Ilfracombe Harbour Aids to Navigation, Wrecks and Environment found no deficiencies,

Agenda Item 6

- 3.2 Inner steps on Old Quay Head- work still to be carried out regarding the new hand rail and highlighting of middle step
- 3.3 Installation of new electrical conduits on Old Quay Head. Agreement given to go ahead with the work, but will be carried out as part of the overall works to the Harbour.
- 3.4 Boats will be lifted from the harbour for winter storage during the weekend, 2nd/3rd November.
- 3.5 The two Yokohama fenders will be lifted during “boats out” weekend and taken to Brynsworthy Environment Centre for storage until sold/otherwise disposed of.
- 3.6 Recent storm caused one of the ground chains to come out, causing two boats to be damaged. The ground chains in the harbour will be lifted during the winter period and re-laid to create the optimum positions for moorings, with no excess chains. Each mooring will be GPS marked.
- 3.7 A full survey of the main slipway (RNLI) has shown that the cross beams require lifting, re-routing and re edging.
- 3.8 The existing low rail along the harbour side wall, in places along Quay Road acts as an additional safety measure to people using the benches that are integrated in to the wall. When deciding to remove these rails consideration must be given to the possible increase in risk of falling to those persons using the benches. The rails should be retained or replaced for those benches where the risk of falling becomes increased.
- 3.9 All mooring equipment, bollards etc. should be examined and tested to ensure they are safe to use for the purposes provided. Records of the testing and inspection must be retained.

4. ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- LYNMOUTH

- 4.1 The Harbour Safety Management System has been documented for the Harbour in accordance with the Port Marine Safety Code.
- 4.2 An internal audit of the Harbour Safety Management System, Marine Emergency Plan and Aids to Navigation and Wrecks was carried out.
- 4.3 The hand rail from the bridge steps to the flood wall has been extended in keeping with the existing railings to provide a barrier across the low wall on the right hand side of the flood wall.
- 4.4 Hand rail has been fitted to the wall on the left hand side of the slip way.
- 4.5 Ladder extension hand rails have been designed and manufactured, ready for fitting on the harbour wall
- 4.6 A new Notice board, with space for Harbour Information has been agreed for the Memorial Hall Shelter.

5. RISK MANAGEMENT – LYNMOUTH

- 5.1 The worn white line at the top of the slipway, has been damaged/partly removed by the recent high tides and requires remarking with a durable paint finish.
- 5.2 Discussions are ongoing with Environment Agency regarding the stone work to the flood area which is considered substandard and further destruction of part of the surface has occurred due to the recent high tides Remedial works required by the EA.
- 5.3 Railings on bridge starting to rust and will require remedial works. Devon County Council have indicated they are their property.
- 5.4 Some stones on the pier and slip way have come loose and been repaired, however further remedial works are required to the main face of the slipway wall
- 5.5 Worn and broken steps down to the internal harbour repairs required-ongoing. These will be repaired over the winter period.
- 5.4 Work to the Causeway- ongoing.

6. CONCLUSIONS

- 6.1 Health and Safety at Ilfracombe Harbour is being proactively managed by the Harbour Master. A number of identified as health and safety issues have been addressed since the previous audit visit. Some matters are taking longer to resolve and are ongoing.
- 6.2 Good progress has been made with regards to Health and Safety at Lynmouth Harbour which is now being proactively managed by the Town Clerk. Documentation has been updated and Health and Safety matters continue to be addressed.

Pamela Charles
H&S Adviser
Oct 2019

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Nov 2019

Ilfracombe Harbour Business and Marine Safety Plan 2020/23

Incorporating Annual report 2019

Draft Version

TABLE OF CONTENTS

FOREWORD..... 3

OVERVIEW OF THE SERVICE 4

 Statutory Responsibility.....5

 Corporate Governance5

 Purpose of Document.....5

 Business Strategy.....6

STRENGTHS AND WEAKNESSES, OPPORTUNITIES AND THREATS 6

 Introduction6

 Strengths and Weaknesses.....6

 Opportunities and Threats6

SERVICE OBJECTIVES..... 7

 2018/20 Objectives Review7

 2020/23 Objectives. The main actions and outcomes9

INCOME/EXPENDITURE 12

 What does the service cost?.....12

 2018/19 Actuals 12

 2019/20 BUDGETS..... 13

TRUE COST13

BUSINESS RISK ASSESSMENT 14

HOW DO WE KNOW WE ARE THERE? 17

 Mitigating Circumstances to Achieving Targets..... 18

SUMMARY OF INCIDENTS / NEAR MISSES 19

CONCLUSION 21

ANNEX A 22

 SWOT LISTING.....22

 Strengths 22

 Weaknesses.....23

 Opportunities.....24

 Threats25

FOREWORD

This Business and Marine Safety Plan 2020/21 incorporating the Annual Report 2019 will, when adopted by the Harbour Board, and subject to acknowledgement by the Strategy & Resources Committee, be submitted to Full Council for inclusion in the Council's overall budget planning processes.

The Harbour Board continually strives to achieve a balance between the needs of the present and future users of the harbour.

In the coming years we will face the challenge of becoming a significant catalyst for regeneration of the wider Ilfracombe. Whilst we do this we will continue to serve the needs of all our current stakeholders. This will involve affordable, maintenance and safety led improvements to the infrastructure of the harbour.

Vital to this will be working with the Harbour Forum, Ilfracombe Town Council and other stakeholders to ensure a broad acceptability of our plans, balanced by the statutory obligations under which we operate.

We have detailed our objectives in the attached tables and have clear monitoring of our outcomes. They, along with their required actions, risk analysis and summary of incidents and accidents form the Safety Plan and Annual Report section of this document.

This Document has been developed in line with the corporate objectives they being 'Growing North Devon' and 'Organisational Transformation'.

This reflects the need to prepare for an increasing funding gap in the public sector. By planning our activities, or strategy, through this document, we aim to be proactive to the risk of having to make 'knee jerk' reactions to find savings.

OVERVIEW OF THE SERVICE

Ilfracombe Harbour is a Municipal Port on the North Devon Coast and is a strategic asset to the economy of the area. It is set partially within a Marine Conservation Zone and an Area of Outstanding Natural Beauty (AONB). 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.

The Harbour caters for a wide variety of user encompassing commercial Trawlers and Fishing, commercial activity boats, leisure and recreational activities which meet the needs of the community and its visitors. These activities also aid the economy of the area by providing tourist attractions, employment and supporting the people's wellbeing with a safe and healthy Harbour environment.

The Harbour Board are committed to comply with the standards as laid down in the Port Marine Safety Code (PMSC). Compliance with it and strict adherence to an approved Marine Safety Management System (MSMS) ensures that a robust safety culture exists within the Harbour undertaking. Embedded within that culture are provisions for the equality and diversity of those who wish to enjoy the Harbour environment.

Many studies into the future of Ilfracombe Harbour have been completed over the years and are held by North Devon Council. These are likely to form the focus for development work to establish an optimum design configuration for future Harbour regeneration and development proposals.

STATUTORY RESPONSIBILITY

North Devon District Council is the Harbour Authority by virtue of the Ilfracombe Harbour Improvement Act 1905 and the Local Authorities (England) (Property etc.) Order 1973 and subsequent amendments thereto.

Management of the Harbour is governed by the Act of 1905; the surviving provisions of the Harbours Docks and Piers Clauses Act 1870 and the Harbours Act 1964.

Works in and around the Harbour are authorised and controlled by the MMO by means of Harbour Revision Orders made under The Harbours Act 1964.

Activities in and around the Harbour and the enforcement authority of the Harbour Master are controlled and authorised by the surviving provisions of the Harbours Docks and Piers Clauses Act 1870 and The Ilfracombe Harbour Bye-Laws 1992 made under the order of that Act.

CORPORATE GOVERNANCE

The Harbour Board (HB) operate as a Committee of the full Council and is therefore bound by its policies and procedures. The HB is progressing plans to secure the port's future for the local community and stakeholders by ensuring sound financial planning and building for the future. It is the long term ambition of the HB to move Harbour governance towards an independent management model.

The Ilfracombe Harbour Forum is made up of representatives from all Harbour stakeholder groups. It is linked to the HB within the Board's constitution and provides a mechanism for harbour related issues and proposed projects to be discussed in a relatively informal setting and to form part of consultation processes.

PURPOSE OF DOCUMENT

The purpose of this document is to define a detailed assessment of the needs and requirements of the Harbour undertaking for managing existing physical assets, safety, development and finances. It sets out the Board's plans for the short to medium term development of the Harbour and those actions necessary to achieve the Board's and NDC's objectives. The Document also complies with the recommendations of the 2017 External Port Marine Safety Code Audit in that it also serves the purpose of being the Marine Safety Plan and Annual Report. This Document will be updated annually.

BUSINESS STRATEGY

The HB business development strategy is one of balanced regeneration and development. This requires continued mixed use with redevelopment geared towards activities that add most financial value to the Harbour account. The importance of enhancing the economic contributions of the Harbour to the local area and safeguarding environmental interests is also recognised.

STRENGTHS AND WEAKNESSES, OPPORTUNITIES AND THREATS

INTRODUCTION

A summary of the main Strengths and Weaknesses attributable to the Harbour and the Opportunities and Threats that face it are outlined below. These have been developed during Harbour Board workshop meetings. The specific SWOT listing can be found at Annex A to this document

STRENGTHS AND WEAKNESSES

The fundamental strength of the Harbour is its location as the only 'open sea' harbour on the North Devon Coast and its long history and tradition. It is the 'Gem' of the Town and as such is the focal point for tourism. Primarily leisure and recreational based, the Harbour is a popular haven for vessels visiting from other harbours and marinas around the Bristol Channel. It is also home to a small but active fishing fleet and provides a base for multiple commercial 'day trip' operators. However, the 10m tidal range and resulting fully drying harbour restricts commercial productivity and flexibility.

Funding has continued to be a very difficult issue with current running costs barely breaking even with income generated. This makes any development and regeneration currently untenable within our own resources.

OPPORTUNITIES AND THREATS

The key opportunities for Ilfracombe Harbour relate to the better use of available land on the south side of the harbour and the provision of a protecting northern outer breakwater. This would allow marine and tourism related businesses to prosper within a safer marine environment.

SERVICE OBJECTIVES

2018/20 OBJECTIVES REVIEW

Objective No.	Objective title	Action No.	Action title	Completed/ Carried forward	Remarks
O1	Promote the commercial, recreational and economic success of the Harbour and its environs.	A1	Promote commercial and business developments in the harbour area	Included within Development Strategy	Objective reassessed as Strategic
		A2	Promote the Harbour as a venue for safe recreational activities by liaising with local clubs and associations	Included within Development Strategy	Objective reassessed as Strategic
O2	Play a pivotal role in emerging plans for regeneration and development of the harbour area including the Water sports Centre	A3	Work with ITC, One Ilfracombe, NDC and DCC on regeneration plans for the Harbour	Included within Development Strategy	Objective reassessed as Strategic
		A4	On successful approval of funding work with all parties to assist in the delivery of the Water Sports Centre	Carry forward to 2019/21 2020/22	WSC commencement delayed until early 2019. 2020
O3	Improve performance by monitoring Customer needs	A5	Review Best Value Performance Indicators		This is a corporate function
		A6	Attend all Harbour Forum Meetings	Moved to Pentana	Pentana PI L174

Page 21

Agenda Item 7

Objective No.	Objective title	Action No.	Action title	Completed/ Carried forward	Remarks
04	Plan to achieve savings during the life of this plan in accordance with the requirements of NDC	A7	Investigate ways of reducing costs and increasing revenues	Carry forward to 2019/21 2020/22	
05	Engage with and support where tenable cross channel ferry service projects and coastal transport initiatives	A8	Monitor and engage with maritime transport activity of the Heart of the SW LEP and its associated organisations	Included within Development Strategy	Objective reassessed as Strategic ADVISE THIS TO BE REMOVED
		A9	Meet with and offer support to cross/trans channel ferry service proposals	Included within Development Strategy	Objective reassessed as Strategic ADVISE THIS TO BE REMOVED
06	Engage with renewable energy project providers in the Bristol Channel, e.g. Tidal Energy Demonstration Zone	A10	Offer support to renewable energy projects as required	Included within Development Strategy	Objective reassessed as Strategic. ADVISE THIS TO BE REMOVED
07	Ensure that the Cruise Liner visits scheduled for 2020 runs safely and effectively	A11	Work with local organisations to plan and deliver a successful visit for the Holland America Ships due to visit in the summer of 2020	Carried forward	Harbour requires new ISPS status before ships tenders can enter Harbour Limits. Harbour regained ISPS status May 2019

2020/23 OBJECTIVES. THE MAIN ACTIONS AND OUTCOMES

Page 23

Objective No.	Objective Title	Action No.	Action	Complete by	Support	Outcomes & Outputs
01	Assist in the delivery of the Water Sports Centre (WSC)	A1.1	Work with all parties to deliver Larkstone -WSC	Dec 19 -20	Corporate & Community, Property & Technical Services	Support of local economy and Harbour Board Development Strategy.
		A1.2	Establish operational procedures to maintain Navigational Safety	Mar 19 Oct 20		Support of local economy and Harbour Board Development Strategy.
		A1.3	Ensure Navigation into the Harbour including Leading Lights are not affected by build programme	Dec 19 Dec 20		Support of local economy and Harbour Board Development Strategy.
		A1.4	Manage Cove Working Quay access and Marine Drive one way system to ensure operational safety during build process		Car Parks	Support of local economy and Harbour Board Development Strategy.
		A1.5	Ensure pedestrian walkway on Cove is reinstated on completion of WSC build	Dec 19 Completed Sept 19	NDC Engineer	Support of local economy and Harbour Board Development Strategy.

Agenda Item 7

Objective No.	Objective Title	Action No.	Action	Complete by	Support	Outcomes & Outputs
O2	Re-New Fendering system on South Pier throughout Harbour	A2.1	Incorporate green wood pile fenders into new fendering system. Remove existing Pneumatic Fenders	Mar 20-21	NDC Engineer & external contractor	Maintenance of Pier Harbour Infrastructure , provide safe berth for vessels, establish new landings and long term maintenance cost savings
O3	Plan to achieve savings during the life of this plan in accordance with the requirements of NDC	A3.1	Investigate ways of reducing costs and increasing revenues		Harbour Board	Assist in NDC budgetary control
O4	Reinstate International Ship and Port Security status prior to HAL visits 2020	A4.1	Upgrade of Harbour CCTV system Correspond with DfT Maritime Security Division	Feb 2020 Complete May 2019		Compliance with International Ship and Port Security Code
O5	Monitor and ensure coordinated and complimentary development of Cove Toilet Block	A5.1	Liaise with Estates throughout auction process. Toilet block is to be utilised during WSC build to provide for Canoe Club Alternative site for WSC Alternative site for Harbour Office	Dec 20 Dec 21	Resources NDC Harbour Board	Support Harbour Board Development Strategy

Objective No.	Objective Title	Action No.	Action	Complete by	Support	Outcomes & Outputs
O6	Convert open Dinghy Storage to Secure Storage	A6	Obtain Quotes and implement best plan	Mar 19 Complete	Harbour Board	Provide safe storage for mooring owners and other Harbour users
O7	Replace waiting room doors and refit	A7	Obtain Quotes and implement best plan	Mar 20 Complete	Harbour Board	Provide improved facilities for Harbour users
O8	Replace Pier Kiosks	A8	Implement 'New Vision' project	Mar 19 Part Complete Fully completed Mar 20	NDC Engineer NDC Estates & Legal NDC Buildings Harbour Board	Re invigorate Pier entrance, provide improved facilities to Harbour Business Partners
O9	Review Advertising on Harbour	A9	Investigate alternative Advertising strategy for Harbour	Mar 19 Complete	DCC NDC Legal Harbour Board	Provide clear guidelines on allowable advertising for the Harbour, provide new revenue stream.
O10	Upgrade CCTV on Harbour	A10	Within NDC CCTV review to upgrade coverage throughout Harbour	Dec 20	NDC Harbour Board	To improve Harbour security

INCOME/EXPENDITURE

WHAT DOES THE SERVICE COST?

2018/19 ACTUALS

Description	Cove A7690	Pier A7762	Larkstone Lane A8110	Marine Drive A8539	Harbour	Total Car Parks & Harbour
Employees	5,292	17,911	3,023	3,121	100,800	130,146
Premises	9,883	33,451	5,645	5,829	73,552	128,360
Transport	362	1,227	207	214	2,017	4,027
Supplies & Services	2,044	6,918	1,167	1,205	19,816	31,150
Income	-52,183	176,618	-29,804	-30,774	-117,205	406,584
Direct Net Expenditure and Income	-34,601	117,111	-19,763	-20,406	78,980	112,900
Support Services	6,382	21,599	3,645	3,764	47,755	83,145
Capital Financing	-6,586	-22,290	-3,761	-3,884	129,446	92,926
Indirect costs	-204	-690	-116	-120	177,201	176,071
Net	-34,805	117,801	-19,879	-20,526	256,181	63,170

2019/20 BUDGETS

Description	Cove A7690	Pier A7762	Larkstone Lane A8110	Marine Drive A8539	Harbour	Total Car Parks & Harbour
Employees	5,546	18,770	3,168	3,271	103,370	134,124
Premises	9,393	31,790	5,365	5,539	65,050	117,137
Transport	354	1,198	202	209	2,440	4,402
Supplies & Services	2,493	8,437	1,424	1,470	14,580	28,403
Income	-51,252	173,470	-29,273	-30,226	120,400	404,621
Direct Net Expenditure and Income	-33,467	113,274	-19,115	-19,737	65,040	120,554
Support Services	6,497	21,989	3,711	3,831	44,220	80,248
Capital Financing	777	2,629	444	458	123,940	128,247
Indirect costs	7,274	24,618	4,154	4,290	168,160	208,495
Net	-26,194	-88,656	-14,961	-15,448	233,200	87,941

TRUE COST

The bottom line figures shown in the Harbour Column (Stand Alone Harbour Budget) relate to Ilfracombe Harbour revenue costs and do NOT include any associated income or expenditure associated with the Car Parks or Other Estates within the Harbour area. Those figures are currently held within separate accounts within the authority.

Support Services and Capital Financing costs are not 'direct cash' costs to the Harbour, they reflect internal recharges and depreciation of Capital expenditure previously incurred.

Establishing a Harbour Trading Account continues to be an outstanding aspiration that will eventually reflect the true operating costs of the Harbour undertaking.

BUSINESS RISK ASSESSMENT

Impact 1. Slight 2. Moderate 3. Severe 4. Catastrophic

Likelihood 1. Unlikely 2. Possible 3. Probable 4. Certain

Risk No	Cause	Consequences	Impact	Likelihood	Rating	Control	Impact	Likelihood	Rating	Mitigating Actions	Target rating
R1	NDC fails to maintain adequate level of Oil pollution trained personnel	Oil Spill Response Plan becomes non-compliant. Statutory failure	4	2	8	Liaison with Environmental Health and Community Protection Manager to ensure adequate numbers of NDC trained personnel	3	2	6	Fully documented and statutory requirement in place.	6
R2	Inadequate funding to conduct statutory exercises and the annual review of the OSRP.	OSRP becomes non-compliant. Response actions remain unexercised and thus ineffective	4	2	8	Liaison with Community Protection Manager and Harbour responsible person to ensure funds are made available	4	1	4	Transfer funds from other budget lines and press for additional funding through Business Planning system	4
R3	Damage to quay walls, steps, Fenders and alongside mooring positions	Loss of alongside moorings, potential damage to vessels, reduction in accessibility, danger to life and insurance claims	4	3	12	Regular monitoring checks followed by remedial maintenance by Harbour staff and NDC engineers through the Harbour Maintenance Management system and procedures. Frequent liaison with boatmen and users	4	2	8	Keep boats off the wall in rough weather. Advise boatmen and users of conditions. Restrict access in bad weather.	6

Page 28

Risk No	Cause	Consequences	Impact	Likelihood	Rating	Control	Impact	Likelihood	Rating	Mitigating Actions	Target Rating
R4	Boats break loose in heavy weather.	Damage through collision with other craft, plus damage to Harbour fixtures and fittings	4	3	12	Condition of all moorings checked, security and state of Harbour furniture checked and advice given to owners regarding mooring procedures.	4	2	8	Weather conditions and forecasts monitored and boat owners advised. HM and staff on stand-by in severe weather. Boat owners required to have liability insurance of minimum £3,000,000.	8
Page 29	Terrorist attack or war conditions	Closure of the Harbour and restrictions on movements	4	1	4	Compliance with the ISPS Code and regular training of key staff and stakeholders.	3	1	3	Regular meetings with stakeholders to set up patrol sectors in Harbour area.	3
	R6	Office fire, Fire/water damage	Harbour administration and records destroyed	3	1	3	Maintain in date and tested all fire extinguishers. Ensure power points not overloaded.	2	1	2	Ensure all data is duplicated and stored externally. Have business recovery plan
R7	Fire or weather damage to Chapel and Light on Lantern Hill	Harbour light extinguished, danger to navigation	2	2	4	Regular testing of electrical circuits, maintenance of structure and inspection. Manager on-site when chapel is open to public	2	1	2	Regular inspection of all equipment and control of entry. CCTV monitoring of site	2

Risk No	Cause	Consequences	Impact	Likelihood	Rating	Control	Impact	Likelihood	Rating	Mitigating Actions	Target Rating
R8	Failure to effectively manage tree and vegetation growth in Harbour area	Trees fall into Public areas. Soil/rocks loosened and land slip occurs. Damage to rock netting. Injury to property or persons	4	3	12	Regular inspection of Harbour area under NDC Parks guidelines. Ad-hoc inspections after heavy rain/frost or wind	3	3	9	Annual coppicing and clearance of growth. NDC liability insurance held.	4
R9	Conditions in the Fishing industry results in closure of commercial fishing operations	Boats are sold or move to other ports. Loss of revenue and trade in the Harbour	3	3	9	Harbour costs strictly controlled and charges kept reasonable. Frequent liaison with fishing organisations.	3	2	6	Contact with local fishermen, assistance given through regulated fees.	6
R10	Damage to quay walls and Harbour area forces closure of Car Parking/Boat storage	Loss of revenue and public confidence	3	2	6	Weather conditions continuously monitored, with visual checks on Car / Storage areas. Warnings issued if conditions warrant	2	2	4	Harbour staff monitor conditions and provide warnings if required	4
R11	Development plans result in loss of harbour land to non-maritime developments	Loss of revenue and reduction in Harbour's ability to react to additional Harbour business	3	3	9	Harbour Board involved in all planning applications affecting Harbour land. Development Strategy prepared and updated regularly	3	2	6	Good liaison between Harbour Board, all stakeholders and NDC officials	4
R12	"Verity" badly damaged through severe weather, deterioration or vandalism.	Damage to quay, obstructing harbour entrance /moorings	2	2	4	Condition of statue inspected, monitoring of area in heavy weather. Lighting and Police / Security patrols	2	1	2	Conditions continuously under review	2

Page 30

HOW DO WE KNOW WE ARE THERE?

	2016/17		2017/18		2018/19		2019/20		2020/21		2021/22	
	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual
L293 No. of visiting boat nights	1125	447 (40%)	1125	731 (65%)	1125	878 (78%)	1125		1125		1125	
L294 % of days with diesel fuel oil available to ALL customers	100%	100%	100%	100%	100%	100%	100%		100%		100%	
L295 % of days with serviceable navigation lights	100%	100%	100%	100%	100%	100%	100%		100%		100%	
L296 Maximum time in weeks that any permanent berth was unallocated	4	52	4	52	4	52	4		4		4	
L174 Harbour Forum meetings attended by HM or DHM	100%	75%	100%	100%	100%	100%	100%		100%		100%	
L175 No. of Harbour Board Meetings held	4	3	4	5	4	4	4		4		4	

MITIGATING CIRCUMSTANCES TO ACHIEVING TARGETS

L293 The steady 'shift' of recreational vessels from traditional bilge keel to motor and fin keel boats is proving detrimental to Ilfracombe as a drying harbour. *I recommend that the PI figure is reviewed in light of this as the current allocation has not been achievable within the last 10 years*

L296 – Vacated berths were not reallocated in the target 4 weeks because there were no suitable vessels on the Waiting List for the available moorings. *Due to this reason I recommend that this PI is removed*

SUMMARY OF INCIDENTS / NEAR MISSES

Date	Incident	Remarks
29 Jan 2019	Report received that the vessel 'Shelly N' was being 'egged' by youths.	No CCTV footage available, advised that incident be reported to Police
30 Jan 2019	Vessels 'Our Jenny' & 'Green Eyes' reported theft of grappling hook and vessels had been broken into	No CCTV footage available, advised that incident be reported to Police,
28 Feb 2019	Visiting gentleman was reported to have slipped whilst boarding a day trip boat on the lower step of the inner Old Quay Head set.	Gentleman was interviewed and stated that he had seen they were wet and was not paying attention. Steps inspected and found to be in a sufficient state
16 May 2019	Day boat operator reported that a passenger had been injured whilst out of Harbour Limits	MAIB accident report form completed and submitted
28 May 2019	Day boat operator reported finding his dinghy deliberately deflated	No CCTV footage available, advised that incident be reported to Police
16 June 2019	Report received that bait had been stolen from the Cove quayside	CCTV showed a car in vicinity during the alleged time frame. No positive identification available due poor quality of footage. Advised that incident be reported to Police

Date	Incident	Remarks
13 July 2019	Elderly Gentleman tripped on loose shoe lace on walkway adjacent to Verity	Gentleman suffered skinning of right elbow, first aid treatment given and advised party to attend A&E due to age and injury sustained
5 Aug 2019	Crew member of visiting yacht fell overboard in Outer Harbour.	Returning day trip boat recovered the crew member. Harbour Staff unable to assist due to no water presence.
23 Aug 2019	Report received of a missing 10 year old child, last seen swimming by the outer harbour red buoys.	<p>RNLI, Coast Guard & Police on site, ILB launched. Harbour Staff searched land side.</p> <p>Child found later unharmed off the harbour. Harbour Staff unable to assist with water search due no water presence.</p>
16 Sept 2019	Young Child slipped in puddle of water whilst climbing up past end of East Face and fell down the rocks	Child suffered from scrapes to abdomen. First aid treatment given and party advised to attend clinic due to child age (4).
Various	Multiple reports of persons jumping of various parts of the Harbour throughout summer months	<p>Prior to main season RNLI & Police re-established guidelines. There is a no tolerance policy to persons found jumping and they are told to leave the Harbour area, if found again further action will be taken.</p> <p><i>Note: Although this is an ongoing issue there were less reports this year than in previous years.</i></p>

Page 34

CONCLUSION

The geography and history of Ilfracombe differentiate it from any other port or harbour on the North Devon Coast. It has its own unique charm, which needs to be carefully considered when establishing the nature and extent of any future development opportunities.

Regeneration needs to be balanced, sensitive to the Town's character and properly focussed to the needs of existing stakeholders and the wider community as a whole.

The accepted business strategy is to support continued mixed use, with redevelopment geared towards activities which add most financial value to the harbour account whilst, at the same time, enhancing the economic contributions of the Harbour to the local area and safeguarding environmental interest.

There have been less reported incidents this year with only 3 due to minor injuries which could indicate an improving safety culture, however the lack of near misses being reported needs to be addressed before a firm conclusion can be reached.

It is considered that the Harbour's Safety Record remains good.

ANNEX A

SWOT LISTING

The following strengths, weaknesses, opportunities and threats have been analysed and their effects assessed in the production of the Harbour Board's Business Plan.

STRENGTHS

- ✚ Well established Harbour
- ✚ Easy access to open sea
- ✚ Only readily accessible harbour on North Devon coast
- ✚ Designated offshore anchorage for large vessels
- ✚ Protected from prevailing South Westerly wind/sea directions
- ✚ High tidal range ensures efficient 'flushing' of harbour
- ✚ Proactive Harbour Community Forum, Town Council and Harbour Board
- ✚ Close to Town and commercial activities
- ✚ Established port of call for Cruise Liners
- ✚ Facilities for commercial fishermen and leisure sailors
- ✚ Large quay car park, provides income and tourist space
- ✚ Secure moorings available, also out of water winter storage
- ✚ Good communications to stakeholder groups
- ✚ Ilfracombe identified as a centre for regeneration and development
- ✚ Focal point for tourism in North Devon
- ✚ Located in Area of Outstanding Natural Beauty
- ✚ Wide range of tourist activities based in and around the Harbour
- ✚ Financial backing for operations assured by North Devon Council
- ✚ Support of the local community for development schemes
- ✚ High land values could attract external investment
- ✚ Adjacent to and surrounded by a Marine Conservation Zone

WEAKNESSES

- ✚ Inner Harbour dries at low water
- ✚ Physical structures are aging and in some cases listed
- ✚ Vehicular access to the harbour is limited due to narrow roads
- ✚ Harbour road and traffic planning needs reorganisation
- ✚ Development land is limited
- ✚ No room for expansion of marine area, moorings
- ✚ Inner harbour surrounded by retail/residential developments
- ✚ Directly raised finance through charges is limited
- ✚ South side of Harbour entrance has rocky foreshore restricting use
- ✚ Harbour management have little control over finance
- ✚ Effective pedestrian/tourist routes limited due to road layout and commercial activities
- ✚ Difficulty accessing NDC Capital funding
- ✚ Increased earning potential limited to small number of major operators
- ✚ Competition for capital funding from other projects in the town
- ✚ Visitor boat numbers limited by comparative remoteness from other harbours
- ✚ Listed structures reduce development opportunities

OPPORTUNITIES

- ✚ A cross/trans channel passenger/vehicle ferry
- ✚ Potential for other routes and services
- ✚ Improved facilities for landing tourists from cruise vessels
- ✚ Increased tourism in Ilfracombe area
- ✚ Support facilities for offshore renewable energy schemes in Bristol Channel
- ✚ Redevelopment of Cove area to provide more storage and working area for Fishermen
- ✚ Improve vehicle and pedestrian access to Larkstone Lane car park
- ✚ Improve use of available parking and areas adjacent to the Cove
- ✚ Improve return from harbour property, parking charges and leases
- ✚ Possible development of harbour land for high value residential or tourist accommodation
- ✚ Increased water based activities
- ✚ Protection of harbour and it's listed quay by construction of a Northern Pier
- ✚ With increased space the provision of Marina
- ✚ Damien Hirst statue offers potential for broadening of cultural tourism offer
- ✚ Formation of Marine Conservation Zones provides increase in eco-tourism
- ✚ Educational outreach centre for SW Universities
- ✚ Development could provide tidal energy test bed facilities

THREATS

- ✚ Potential local conflict between classes of users, commercial/private
- ✚ Restrictions on fishing industry may reduce viability
- ✚ Safety and other regulatory change may reduce viability of tourist provision
- ✚ Opposing development visions of harbour and private developers
- ✚ Landing facilities for passengers limited due to quay and steps, tidal range and need for Northern Pier protection
- ✚ A ferry service may prove to be unviable
- ✚ Development demands from the ferry service may prove untenable, resulting in loss of service to other ports
- ✚ Competition for tourists spend from newly developed attractions and town centres in the region and South Wales coast (Swansea and Cardiff)
- ✚ Unfavourable economic climate, reducing resident and visitor spend
- ✚ Deteriorating built environment requiring expensive maintenance and repair
- ✚ Economic conditions reduces ability to raise working finance through charges
- ✚ Environmental and archaeological objections may reduce the ability to expand the development potential (Rapperee Cove and Old Quay Head)
- ✚ Rising sea levels increase risk of flooding

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NORTH DEVON COUNCIL

REPORT TO: HARBOUR BOARD

Date: 12th NOVEMBER 2019

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 The Lundy Company, Waverley Excursions Ltd, White Funnel Ltd and the Harbour Community Forum will be consulted regarding the proposed increases.

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.

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

Article and paragraph	Appendix and paragraph	Referred or delegated power?	A key decision?
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.

Harbour Board Chairman: Councillor G Fowler

Author: Capt. Georgina Carlo-Paat

Date: 15th October 2019

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>
<u>Ground Moorings</u>		
Under 14ft Beam per annum	£18.06	£59.24
14ft or Over Beam per annum	£22.55	£73.96
<u>Commercial Vessels with Ground Moorings</u>		
Under 14ft Beam per annum	£21.38	£70.11
14ft or Over Beam per annum	£26.77	£87.80
<u>Fishing Vessels with Harbour Wall Moorings</u>		
Under 14ft Beam per annum	£28.24	£92.63
14ft or Over Beam per annum	£35.30	£115.82
<u>Commercial Vessels Carrying More than 12 Passengers with Wall Moorings</u>		
Under 14ft Beam per annum	£29.20	£95.79
14ft or Over Beam per annum	£37.28	£122.27
<u>Rowing Boats (with no other means of propulsion)</u>		
	£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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Annual **£79.34**

Launch + Trailer Park

Per day **£10.60 (£10.60)**

Per week **£52.90**

Per Year **£211.57**

Per Year (day use) **£105.79**

Electricity

Cables (with marine connections for harbour side connection) **£30.75**

Per unit **Available on request**

Water

Hoses (with brass connector for harbour side connection) **£15.38**

Per unit (from metered supplies) **Available on request**

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.

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
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Cruise Liners

At Anchor	per passenger landed	£4.12
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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 8

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

Agenda Item 8

Date of Assessment: 12 th October		Person responsible for completing the assessment: Capt. Georgina Carlo-Paat Contact Details: Harbourmaster@northdevon.gov.uk	
Brief description of the anticipated outcomes of the proposal:			
Provision	Current Arrangement	Proposed Arrangement	Comment
Harbour Charges	To charge Harbour users Dues	To increase charge of Harbour Dues	To keep in line with inflation
Impact There are only neutral impacts to all characteristics within this proposal.			
Consideration of Alternatives N/A			
Consultation The Lundy Company, Waverley Excursions Ltd, White Funnel Ltd and the Harbour Community Forum will be consulted regarding the proposed increases.			
Monitoring Arrangements 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: 1st April 2020

Funding considerations: N/A

Date approved by Head of Service:

29th September 2019

Corporate and Community Services Use Only:

Date of publication to NDC Website:

Date of Feedback (if required):

Feedback:

September 2019



NORTH DEVON COUNCIL

Open for publication

REPORT TO: HARBOUR BOARD

Date: 12th November 2019

TOPIC: DESIGNATED PERSON ROLE

REPORT BY: CAPT. GEORGINA CARLO-PAAT(HARBOUR MASTER)

1 INTRODUCTION

1.1 Ilfracombe Harbour is a municipal harbour operated under the Statutory Harbour Authority of North Devon Council, as such the Authority is required to comply with the Port Marine Safety Code (The Code). The code was created following the grounding of the vessel 'Sea Empress' on approach to Milford Haven in 1996 and was first published in 2000. Two of the key requirements in the code is the formal identification of the Duty Holder, who is accountable for compliance with the code and the Duty Holders appointment of a Designated Person (DP) to provide the Duty Holder with independent assurance about the operation of the Marine Safety Management System. Since the codes inception there have been numerous revisions the latest being 2016, alongside the code is the Guide to good practice last revised in 2018 in which the criteria of designated person was further revised and guidance given to the Duty Holder as to the appropriate qualifications of the Designated Person.

2 RECOMMENDATIONS

2.1 It is recommended that the appointment of DP for Ilfracombe & Lynmouth Harbours be re-evaluated to comply more appropriately with the code.

3 REASONS FOR RECOMMENDATIONS

3.1 Under section 1.1 of the code it states "*A 'designated person' must be appointed to provide independent assurance about the operation of an organisation's MSMS. The designated person must have direct access to the duty holder.*"

3.2 Under section 1.12 of the code it states "*In order to fulfil this function the designated person must have a thorough knowledge and understanding of the requirements of this Code (and supporting Guide to Good Practice) and associated port and marine legislation. Their role does not obscure the accountability of the organisation's duty holder*"

3.3 Under section 2.3.32 & 2.3.33 of the Guide to good practice it states "*2.3.32 Currently there is no bespoke qualification for the role of the DP therefore, in appointing an individual to the role, the Duty Holder should consider the*

functions applicable to the role and ensure that the individual is suited to undertake such functions, or is able to attend training courses which will provide the necessary skills.

2.3.33 additionally, best practice supports the view that a DP should have:

- Relevant first-hand experience of the port marine environment and how Ports /terminals operate.*
- Appropriate knowledge of shipping, shipboard operations, and port operations.*
- Understanding of the design, implementation, monitoring, auditing and reporting of Safety Management Systems.*
- Understanding of assessment techniques for examining, questioning, evaluating and reporting.”*

4 REPORT

4.1 Under section 2.3.34 of the Guide to good practice it gives the following guidance to the appointment of the DP. *“It is acknowledged that there are numerous approaches to fulfilling the requirement to appoint a DP and it is for the Duty Holder to be demonstrably satisfied that they have adopted the best approach for their circumstances, as it is they who must demonstrate compliance with the Code. Examples of suitable approaches include, but are not limited to:*

- I. A DP with the aforementioned qualities who works for the same port/group but is not directly linked to the operation of the marine SMS.*
- II. A DP with the aforementioned qualities who is an external consultant.*
- III. A DP with the aforementioned qualities appointed under a reciprocal arrangement with another port/operator.*
- IV. A DP with some of the aforementioned qualities who sits as part of a ‘select committee’ where additional relevant knowledge is available to supplement their direct capabilities.*
- V. A DP with some of the aforementioned qualities who supplements their capabilities with the assistance of external consultants.”*

4.2 Under section 2.3.36 of the Guide to good practice it further states *“Ultimately, it is the Duty Holder who is responsible for deciding who should be appointed as the Designated Person and provide the level of assurance that is necessary to comply with the Code.”*

4.3 The current organisational set up for Ilfracombe & Lynmouth harbours is that North Devon Council are the Duty Holders and Mr Jon Triggs, Head of Resources, is the DP. This is similar to the organisational set up for Watchet &

Minehead Harbours. Watchet & Minehead Duty Holders have recently been audited by the Maritime & Coastguard Agency and their organizational set up was highlighted as not reflecting the best practice guidelines as set down in the code. The harbour Board Chairman was contacted to this end and initial conversations have been had between both Harbour Masters to review the present set up for the benefit of both Duty Holders.

- 4.4 After a full review and due consideration on how best to comply with the code it is recommended that North Devon Council as Duty Holders for Ilfracombe & Lynmouth Harbours take a proactive stance and adopt option III and enter into a reciprocal arrangement with the Duty Holders of Watchet and Minehead Harbours, that being Somerset West and Taunton Council to appoint the respective Harbour Masters as Designated Person to each other.
- 4.5 The current Harbour Master of Watchet & Minehead holds a Class 1 Master Mariner certificate of competence and has the required marine knowledge advised by the code to fulfil the DP obligations to North Devon Council and vice versa.
- 4.6 By forming a reciprocal arrangement with Somerset West and Taunton Council as having harbours of similar size this would clearly comply with the main duty of the DPs role as being able to provide independent assurance to the respective Duty Holders.

5 RESOURCE IMPLICATIONS

- 5.1 The proposed terms of reference would be for a bi annually audit and attendance at a minimum of 2 board meetings these to be undertaken out of season to reduce the resource implications on all Harbours.
- 5.2 This arrangement would relieve the current DPs of all Harbours, both senior council officers, of these obligations to enable better time management.

6 EQUALITIES ASSESSMENT

- 6.1 Due to the nature of this report it has been identified that there are not any equalities implications anticipated as a result of this report.

7 CONSTITUTIONAL CONTEXT

Article or Appendix and paragraph	Referred or delegated power?
Article 18	Delegated
Protocol 5	
1.5	

8 STATEMENT OF CONFIDENTIALITY

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

9 BACKGROUND PAPERS

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

- Port Marine Safety Code 2016
- Port Marine Guide to Good Practice 2018

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

10 STATEMENT OF INTERNAL ADVICE

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

Author: Capt. Georgina Carlo-Paat
Reference: Document5

Date: 28th October 2019

Ilfracombe Harbour Community Forum

Minutes of Meeting 10.10.19 Started at 19.05

1. Lawrence welcomed those present and apologised for it being on a Thursday which clashed with other meetings and RNLI training but was pleased to see a RNLI representative present. Thanked Kevin for the use of his Skittle Alley

2. Apologies: Andrew Bengey, RNLI; Ben 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; Paul Crabb, Ilfracombe Town Council; Geoff Fowler, Harbour Board Chair.

PRESENT. Lawrence Raybone, Chair; Dudley Jenkins, Vice Chair, Secretary and TIC ; Georgina Carlo-Paat, Harbourmaster; Chris Wallis, RNLI; Bert Gear, Ilfracombe Town Council; Wayne Thomas, Combe Martin Sea Angling Club; Kevin Prideaux, Pub Licensees; Carol Chapple, Lantern Court; June Williams, Ilfracombe Yacht Club; John Barbeary, Charter Boats; Steve Pugsley, Harbour Shop Traders; Dave Hutchings, Ilfracombe Sea Safari; Andrew Wilson, NDC Surveyor; Reporting on the Water Sports Centre ;

3. Minutes and matters arising: Minutes approved CC and seconded BG.

4. **Harbour Master's update:** George thanked Carol for her raffle raising £300 for the Wave Shark.

AONB has granted money to George. Crane Base has now been constructed, The Royal Marines Association have offered to build the shark cage and presently looking at this. Still looking for more funding.

Proposed long term cost-saving Harbour improvements by the use of black composites hand rails and ladders for harbour with photo celled top step to illuminate the ladders at night. Old Quay Head and Cove fenders. South Pier to get 2 extra landing stages and one at Quay Head steps to relieve congestion at low tides. Extra bin for Marine Drive by car park sign.

NDC have approved new HD CCTV linked to Barnstaple with a mini hub in the harbour. This will take time to implement fully but will provide far better surveillance coverage and detail.

Herring Gulls: A fresh quote for the introduction of Hawks to deter the during the nesting season early next year is expected soon. Funding towards this from any organisation or individual would be appreciated. Awaiting details of the shortfall of funds.

Boats out weekend 2nd & 3rd November. 3 Boats not coming out this winter. The mooring chains are to be raised from the sand and up to 2m or in some places 3m of sand removed to assist the draining in Broad Street areas. This would normally be done naturally by the tide but wasn't last winter with the result that even more sand was deposited in the summer. DOES ANYBODY WANT A LOAD OF FREE SAND?

GCP cancelled the summer MV Rotterdam cruise ship due to the very low tides that would have made it very difficult to get passengers safely off loaded. Because of my actions Inter Cruises are fully supporting Ilfracombe as a stopover point for cruise ships. There are 2 cruise ships at present planned for 2020.

Suggested locations required locally for cream teas and other local attractions for the passengers. A tour could possibly be arranged for the cruise ship crew possibly including Quad Bikes, shooting, horse riding or other ideas (to save them from going stir crazy.)

AOB North Devon Council's harbour toilets were steam cleaned at a cost of £325. The Great British Public really showed their appreciation by trashing the toilets an hour later. Toilet seats, to meet legal requirements cost £200 to replace. A charge for use was discussed and DJ suggested a £1 charge which would not be off-putting to holidaymakers, who would make sure that all their family got in for the £1 spend. It would be a charge not to make money but help towards the cleaning and may deter the small minded vandals.

Does anybody know the parents of a blond teenager who likes spending time in the harbour on the boats. He has been photographed. This was a question brought up by an attendee but not discussed any further.

Agenda Item 13

Dive Club: A problem has been raised by the dive club because of an EU ruling banning the use of red diesel for pleasure use. The dive club needs to use white and the harbour has no facilities for providing such a commodity except at a very high installation cost to the harbour with very little return. Alternatives are being looked into. (PC who was unable to attend, e-mailed some possible solutions on the night.)

Water Sports Centre. Andrew Wilson NDC spoke about the present proposals for the Water Sports Centre. They are looking into using the Cove as a possible and cheaper site option, though Larkstone is still the preferred option. There will need to be a designated waters ports area at the harbour, and all the water needs managing. There are many points for and against both venues. The deficit will be crucial in the calculation. The ultimate goal is to **have a water sports centre**. There are no major restraints on the grant but final decision is needed soon. All want it to go ahead. AW. was vigorously questioned about the finance for the scheme by DH. DJ as Secretary was completely confused by the answers given by AW in which he appeared to contradict his statements! At this point due to the use of the skittle alley at 8 o'clock there was no further opportunity for clarification.

Meeting closed 8.00pm with the exception below which DJ promised to look into so that there could be no further delay to the skittles.

Date of next meeting Tuesday 14th January 2020

NOTE: From the minutes of 10.7.19 complaint about ticket touting on the harbour approaches.

DH noted that the 'complaint' was in fact a question from a holiday maker who had not actually experienced this at Ilfracombe as he had not been to the Harbour due to having been 'bombarded by ticket sellers' at other Harbours. Once the PSPO was explained he went on to book tickets with the TIC and then came down to the Harbour. He did not return to the TIC so no further follow up as to his experience on the Harbour can be added. **DJ** the statement above I have ascertained to be correct and this correction is duly noted. Unfortunately a local TIC volunteer on a one and only visit last summer to the harbour with family and friends from Cornwall was approached on quay road right outside the Pier Inn by somebody from the Ilfracombe Princess in violation of the PSPO so all was not as it should have been on this occasion. I have no proof that this was just an isolated case of over enthusiasm. This will be discussed at the next Harbour Forum meeting Under **AOB** as due to the time constraints it could not be discussed at this meeting.