

**NORTH DEVON COUNCIL**

Minutes of a meeting of Harbour Board held at the Lantern Community Centre - Ilfracombe on Tuesday, 10th August, 2021 at 2.00 pm

PRESENT: Members:

Councillor Fowler (Chair)

Councillors Campbell and Wilkinson

Co-opted Members:

Martin Cleary, Bert Gear, Tim Gibbs and Nigel Thomas

Officers:

Ilfracombe Harbour Master and Director of Resources and Deputy Chief Executive/Designated Person

**17. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Turton.

**18. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 4 MAY 2021 AND SPECIAL HARBOUR BOARD MEETING HELD ON 5 MAY 2021**

RESOLVED that the minutes of the meeting held on 4 May 2021 and the Special meeting held on 5 May 2021 (both circulated previously) be approved as correct records and signed by the Chair.

**19. ITEMS BROUGHT FORWARD WHICH IN THE OPINION OF THE CHAIRMAN SHOULD BE CONSIDERED BY THE MEETING AS A MATTER OF URGENCY**

The Chair welcomed the new Co-opted member Mr Nigel Thomas to the meeting.

**20. DECLARATIONS OF INTEREST**

The following declarations of interest were announced:

Councillor Fowler – personal interest in all items as was a boat owner and a member of Ilfracombe Yacht Club.

Councillor Campbell – personal interest as occasionally undertook work for Lundy Island and the Landmark Trust.

**21. QUARTERLY DESIGNATED PERSON PORT MARINE SAFETY CODE AUDIT REPORT - ILFRACOMBE AND LYNMOUTH**

## HARBOURS

The Board noted the Quarterly Designated Person Port Marine Safety Code Audit report – Ilfracombe and Lynmouth Harbours (circulated previously).

The Designated Person confirmed that the Marine Safety Management system was working effectively, ensuring compliance with the Port Marine Safety Code.

The Designated Person gave the Board the following summary:

- The audit of both Harbours was carried out on 13 July 2021 with the Harbour Master, Senior Engineer, Health and Safety Advisor and Designated Person in attendance. In addition the Town Clerk for Lynton and Lynmouth was in attendance for the Lynmouth audit.

### Ilfracombe – actions completed

- An unannounced inspection of the relocated lower leading light was carried out by Trinity House, under the Merchant Shipping Act 1995, Section 198(1) found everything to be in order
- New composite handrails had now been installed on the inner and outer steps of Old Quay Head
- The new CCTV and Tannoy system had been installed on the Harbour which was working very well
- A new lamp post had been installed on the Second Landing which had a removable top part to allow boats to be lifted in and out without damage being sustained to the lamp post or boats

### Ilfracombe – risk management

- An internal audit of the following topics was carried out this quarter:
  - (i) Marine Safety Management System – found no non-conformities
  - (ii) Aids to navigation – found no non-conformities
  - (iii) Wrecks – found no non-conformities
- The bulge in the wall and the missing pointing at Stone Bench had not worsened. Monitoring would continue
- A new composite hand rail was planned to be fitted to steps on the end of Old Quay Head after Boats Out this year
- The installation of two new electrical conduits on Old Quay Head was still outstanding
- A damaged fender on the Cove was noted, work would be needed on realigning the back plate, the fender was not unsafe to use
- Top rails along the wall on Quay road were to be removed and mooring rings to be installed for visiting boats to use
- A proposal to remove benches and level up the wall along Quay Road was to go out to consultation
- Removal of a waste storage bin due to a missing lid and missed Trade waste collections was noted
- The Harbour Master and Deputy Harbour Master were dealing with

increased numbers of health and safety issues involving dangerous activities with the harbour, such as climbing the statue Verity and jumping off landings into the Harbour

Lynmouth – actions completed

- A survey of the Causeway had been completed but due to the Contractor's survey vessel sinking the data had yet to be retrieved
- Quotes had been obtained for the new pole to the Aid to Navigation light on the sea end of the Harbour Arm. The price of a composite pole looked to be more favourable than that of the Steel Carbon pole

Lynmouth – risk management

- An internal audit of the following topics was carried out this quarter:
  - (i) Marine Safety Management System – found some minor non-conformities
  - (ii) Aids to Navigation – found no non-conformities
  - (iii) Wrecks – found no non-conformities
- It should be noted that due to the current status of Lynmouth Harbour with no statutory responsibilities, powers or limits of jurisdiction most of the audit matters do not apply
- Remedial works to the lower steps (opposite The Rising Sun pub) off the slipway down to the harbour were still pending. It was hoped this work would be completed at the end of the summer before the winter months
- Remedial works to the quoins along the tope edge of the slipway wall were still pending, and it was noted their condition had not worsened
- The worn white lines at the top of the slipway still required painting
- The railings on the May Bridge, just beyond the Harbour jurisdiction were badly corroded and in a poor state of repair. Although Devon County Council had undertaken a survey of this and other footbridges across the river in 2020 repair works were still outstanding. Representations regarding the health and safety concerns of the state of repair of this bridge had been made to Devon County Council by the Health and Safety Advisor.

**22. HARBOUR BOARD - ANNUAL REPORT 2020/21**

The Board noted the Harbour Board – Annual Report 2020/21 (circulated previously) by the Harbour Master.

The Harbour Master provided the Board with the following highlights:

- The report was now a stand-alone report as agreed at a Harbour workshop held in January 2020
- Page 27 of the report showed simple profit and loss accounts for Ilfracombe and Lynmouth Harbours

It was suggested that budgeted figures be included in the accounts and reported as a standing item on future agendas of the Harbour Board.

**23. MARINE SAFETY PLAN**

There was no update to be given.

**24. AIDS TO NAVIGATION UPDATE**

The Harbour Master reported that the Lower leading light in the Harbour had been moved successfully. There were no issues to report in the last quarter.

**25. HARBOUR SECURITY UPDATE**

The Harbour Master updated the Board in relation to Harbour Security.

The Board received the following updates:

All security meetings were up-to-date.

The Hebridean Sky cruise ship had attempted to land their passengers but due to the weather conditions they had to abandon the call. The Golden Horizon had cancelled their visit but hoped to reschedule for next year.

The new CCTV system installed would be fed into the revised Security plan review when due.

There were bookings for visiting cruise ships to Ilfracombe harbour in 2024

**26. INFRASTRUCTURE UPDATE**

The Harbour Master updated the Board in relation to Infrastructure.

The Harbour Master gave the following updates:

The decision on the latest bid to the Marine Management Organisation's Fund was due imminently and was for the Cove area updates.

Round two of the funding was opening in October 2021 and a further application would be made to continue the project of replacing fenders, ladders and installing toilet facilities for the fishermen.

**27. FUTURE PROJECTS**

The Harbour Master updated the Board in relation to Future projects.

The Harbour Master gave the Board the following updates:

Planning permission had been approved for renewal of ladders and installation of protective fenders to the inner wall along Old Quay Road. The Environment Agency had visited the Harbour to discuss future flood defence upgrade works. This was to potentially include the removal of the benches and building up the wall.

A bin housing solution had been found, details of which was tabled at the meeting.

**28. HARBOUR COMMUNITY FORUM UPDATE**

There was no update given.

**29. EXCLUSION OF PUBLIC AND PRESS RESTRICTION OF DOCUMENTS**

RESOLVED:

- (a) That under Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item as it involved the likely disclosure of exempt information as defined in Paragraph 3, Part 1 Schedule 12A of the Act (as amended from time to time), namely information relating to the financial or business affairs of any particular person (including the authority holding that information); and
- (b) That all documents and reports relating to the item be confirmed as “Not for Publication”.

**30. ILFRACOMBE AND LYNMOUTH HARBOURS POWERS REVIEW REPORT**

The Board considered a report by the Harbour Master (circulated previously) regarding Ilfracombe and Lynmouth Harbours Powers Review.

The Board received a summary of the findings of the report.

Discussion took place with a question and answer session.

RESOLVED that:

- (a) The findings of the final report from Ashford’s LLP be accepted; and
- (b) That a Harbour Revision Order implementing a full modernisation of powers for both Harbours be sought which would cover all the points listed in Annex 1 of the agenda report

Chair

The meeting ended at 3.28 pm

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

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