

**NORTH DEVON COUNCIL**

Minutes of a meeting of the Harbour Board held at the Ilfracombe Centre - Ilfracombe on Tuesday, 15th November, 2022 at 2.00 pm

PRESENT: Members:

Councillor Fowler (Chair)

Councillors Campbell, Turton and Wilkinson

Co-opted Members:

Martin Cleary, Tim Gibbs and Nigel Thomas

Officers:

Ilfracombe Harbour Master and Director of Resources and Deputy Chief Executive

**28. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Independent member Bert Gear.

**29. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 9TH AUGUST 2022**

RESOLVED that the minutes of the meeting held on 9 August 2022 be approved as a correct record and signed by the Chair.

**30. ITEMS BROUGHT FORWARD WHICH IN THE OPINION OF THE CHAIR, SHOULD BE CONSIDERED BY THE MEETING AS A MATTER OF URGENCY**

The Chair allowed Councillor Campbell to address the Board. The Policy Development Committee would, at its meeting on 17 November 2022, be discussing the formation a Coastal Working Group. The Terms of reference were to be set out and if there was a need for it, Councillor Campbell felt that members of the Harbour Board should be invited to form members of the working group. Councillor Wilkinson, as Lead Member for Coastal Communities, advised he would be attending the meeting.

**31. DECLARATIONS OF INTEREST**

The following declarations of interest were made:

Councillor Fowler a personal interest in all items as he was a boat owner and a Trustee of the Ilfracombe Yacht Club. He was declaring an 'other registrable' interest in item 10, Ilfracombe Harbour Charges Review 2023 – 2024.

Councillor Campbell a personal interest in all items as he had worked for the Landmark Trust and occasionally undertaken work on Lundy Island.

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

The Board considered the Quarterly Designated Person Port Marine Safety Code Audit report (circulated previously), by the Health and Safety Advisor.

The Designated Person gave the Board the following highlights:

- The quarterly audits were carried out at Ilfracombe and Lynmouth Harbours on 6 October 2022.

Ilfracombe – Actions Completed

- New composite handrails had been installed along the edges of the steps on Old Quay Head.
- The costings for the installation of the remaining new electrical conduit on the Cove had been obtained. Works were expected to be completed January 2023.
- The Maritime and Coastguard Agency had now approved the Oil Spill Contingency Plan, which will be implemented until the next review is due in 2027.
- The lower Leading Light that was relocated due to the Water Sports Centre build work had now been returned to its original position. The characteristics had been surveyed and remain unchanged.

Ilfracombe – Risk Management

- An internal audit of the following topics was carried out this quarter. One minor non-conformity of applicable aspects as below:
  - Legislation, (Acts, Harbour Revision Orders, Byelaws) and Directions,
  - Conservancy (survey, dredging) - *Harbour Master to provide latest survey information to UK Hydrographic Office. Confirmed by UK Hydrographic Office 3 November 2022.*
  - Duty Holder and DP Function,
  - Competency and Training.
- New composite handrails were still to be fitted along the RNL steps – just below the slipway. The works were to be carried out in 2023.
- The catchment netting at Stone Bench, to pin back the bulging stonework was holding well, but there was evidence of further movement as well as cracks in the stonewall adjacent to the netted area. The Senior Engineer would arrange to obtain a quote for the remedial works that were required.
- A vertical crack had appeared in the end wall of Old Quay Head. The Senior Engineer would arrange for a survey to be carried out to determine the cause and provided options for repair.

- Work to the top rails along the wall on Quay Road and installation of new mooring rings for visiting boats to use was still outstanding. The paperwork required by the Environment Agency has been completed, submitted and accepted.

#### Lynmouth – Actions Completed

- A new composite handrail had been installed on the wall of the slipway.
- Remedial work to the quoins along the top edge of the slipway wall was in the process of being carried out at the time of the inspection.
- A member of the public raised an issue of health and safety regarding the mooring pegs along the concreted edge of the causeway, citing them as a trip hazard, particularly to children using the causeway. Following a risk assessment of these pegs, they were not deemed to be any more of a trip hazard than anywhere else along the causeway. The pegs were placed very near to the edge of the causeway, where it would be unadvisable to walk as there was a sizeable drop, from this edge, on to the beach below. The causeway surface was generally uneven, made up of rocks and concrete and the beach was covered with rocks and pebbles of varying sizes. Walking along the causeway or over the beach should be done only with care. The cost of removing the mooring pegs would be disproportionate to any safety benefit gained.

#### Lynmouth – Risk Management

- An internal audit of the following topics was carried out this quarter, although many do not apply, given the current non-statutory status of the harbour. The Ilfracombe Harbour Master is currently reviewing the Lynmouth Marine Safety Management System.
- Two mooring balls on the Harbour Arm still require painting white to highlight their positions and prevent trip hazards.
- New composite poles for the new Aid to Navigation lights had been purchased and were in storage. The poles would be installed once the new solar powered lights had been procured.
- Devon County Council had completed repairs to the May Bridge.
- The Ilfracombe Harbour Master is reviewing the Marine Safety Management System.

The Designated person confirmed that both harbours were being proactively managed and thus conformed to the Marine Safety Management System plan.

The Board noted the findings of the Quarterly Designated Person Port Marine Safety Code Audit Report - Ilfracombe and Lynmouth Harbours.

### **33. ILFRACOMBE AND LYNMOUTH HARBOUR'S BUDGET TRADING ACCOUNTS**

The Board considered the Ilfracombe and Lynmouth Harbours Budget Trading Accounts (circulated previously), by the Accountant.

The Director of Resources and Deputy Chief Executive gave the Board the following highlights:

- It was expected that, as in most years, expenditure would be higher over the winter months as this was when planned maintenance was carried out.
- There was no reported variance to the annual budgeted position.
- To build a bigger picture of the overall trading position for the harbour area it would be necessary to include other assets around the harbour such as carparks.
- A reserve account would then potentially need to be set up.

The Board noted the position of the Ilfracombe and Lynmouth Harbour figures.

**34. ILFRACOMBE HARBOUR MARINE SAFETY MANAGEMENT SYSTEM (MSMS) REVIEW**

The Board considered a report on Ilfracombe Harbour Marine Safety Management System Review (circulated previously) by the Harbour Master.

The Harbour Master provided the Board with the following highlights:

- This review was an amalgamation of the audit findings over the last year.
- The job post of Larkstone Hub Support Officer had been included in the document.
- Reference to risk assessments using HAZMAN (the paid for Risk Assessment Service previously used by the Harbour) had been removed all Harbour Risk Assessments were now within the North Devon Council Risk Assessment strategy.

RESOLVED that the Ilfracombe Harbour Marine Safety Management System Internal Review findings be adopted.

**35. HARBOUR ENFORCEMENT AND PROSECUTION POLICY REVIEW**

The Board considered the Harbour Enforcement and Prosecution Policy review (circulated previously) by the Harbour Master.

The Harbour Master provided the Board with the following highlights:

- That a complete review had been carried out of the policy which remained unchanged as a result.
- Since the adoption of the Enforcement and Prosecution Policy the Harbour Master had had recourse to issue three written warnings. Having the policy in place was proving useful.

RESOLVED that the reviewed Enforcement and Prosecution Policy be adopted.

**36. ILFRACOMBE HARBOUR CHARGES REVIEW 2023-2024**

The Chair re-declared his interest in this item and left the room. Councillor Wilkinson took over as Chair.

The Board considered the Ilfracombe Harbour Charges Review 2023 – 2024 (circulated previously) report by the Harbour Master.

The Harbour Master gave the Board the following highlights:

- The charges made at Ilfracombe Harbour were the lowest in the Southwest.
- Boat users at other mooring sites were on waiting lists for Ilfracombe Harbour.
- The facilities on offer at Ilfracombe Harbour were superior to those found elsewhere found locally.
- Once the Harbour Revision Order (HRO) had been amended the charging structure as a whole could be reviewed.

RESOLVED that all mooring dues be increased by 5% and relevant miscellaneous charges be increased by 15%.

**37. AIDS TO NAVIGATION**

The Board received an update on Aids to Navigation from the Harbour Master.

The Harbour Master gave the following updates:

- The procurement portal exercise for new solar powered navigation lights returned two quotes.
- A request for waiver would therefore, be needed to appoint a supplier.
- The new lights would be Satellite Communication linked which gave more resilience as they would be linked to the Iridium satellite system.
- The lights would have a sun tracking option.

The Board noted the updates.

**38. INFRASTRUCTURE UPDATE**

The Board received an update on Infrastructure from the Harbour Master.

The Harbour Master gave the following updates:

- Trinity House had approved Larkstone Cove as a recreational area.
- The area would be a non-powered (i.e. no motor boats or jet skis), self-contained area that could allow swimming groups to use the area in safety.
- This approval coincided with the approval of a booking system app. Whereby permitted Users would be able to log their activities within the designated area.
- Main not-for-profit operators using the site would be the CIC clubs. The newly proposed Commercial Water Sports complex would be home to three local commercial operators and the national scouts to have storage areas,

designated changing rooms and an undercover briefing area with available space for external operators and not-for-profit organisations to make use of the complex facilities as well as the main Water Sports hub facilities.

- The café operator was keen to source locally for its menu and were keen to get started.
- The Water Sports Centre Complex update:
  - Concrete blocks were being delivered at the beginning of December 2022. Storage of the blocks would be on Marine Drive. Sequential transportation of the blocks down to the harbour to build the sea wall would take 6-8 weeks.
  - Once the building had been completed, landscaping could be carried out.
  - Once the builders had completed the sea wall coating would be the last job to seal the wall.
- Bookings for the Water Sports Centre were already being received by the Larkstone Hub Officer and a site visit for the Board members could be arranged in the New Year, 2023.

### **39. ENVIRONMENTAL CONSIDERATION**

No update was given.

### **40. FUTURE PROJECTS**

The Board received an update on Future Projects from the Harbour Master.

The Board received the following updates:

- The Ilfracombe Regeneration Board was meeting next week and would be considering the findings of a Devon County Council commissioned report looking at community projects.
- Training instructors were to be found in disciplines such as first aid, diesel engines, radio communication and Yacht Master Theory.
- The School would run theory courses from the waiting room on the Harbour. Ilfracombe Harbour was in the unique position of being the Training Centre.

### **41. HARBOUR COMMUNITY FORUM**

The Board received an update on the Harbour Community Forum from the Harbour Master.

The Board received the following updates:

- Ilfracombe Harbour Community Forum had not met in nearly three years.
- A meeting would take place in the New Year to look at dissolving the current Forum and regrouping.
- Lynmouth Harbour had formed a Harbour Sub-Committee under the Lynton and Lynmouth Town Council. The minutes of their last meeting had been circulated previously.

The Board noted the situation with the Ilfracombe Harbour Community Forum. The Board also noted the minutes of the Lynmouth Harbour meeting.

**42. TO CONSIDER FUTURE DATES OF THE HARBOUR BOARD**

The Board considered the proposed dates for future meetings.

The Board noted the following dates:

- There would be no scheduled meeting in May 2023.
- Tuesday 8 August 2023 at 2 pm.
- Tuesday 7 November 2023 at 2 pm.
- Tuesday 6 February 2024 at 2 pm.

Chair

The meeting ended at 3.02 pm

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

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