

**NORTH DEVON COUNCIL**

Minutes of a meeting of Harbour Board held in the Ilfracombe Centre - Ilfracombe on Tuesday, 6th August, 2024 at 2.00 pm

PRESENT: Members:

Councillor Wilkinson (Chair)

Councillors Williams and Wilson

Co-opted Members:

Martin Cleary, Bert Gear, Tim Gibbs and Nigel Thomas

Officers:

Ilfracombe Harbour Master and Director of Resources and Deputy Chief Executive

**14. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**15. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 7 MAY 2024**

RESOLVED that the minutes of the meeting held on 7 May 2024 (circulated previously) be approved as a correct record and signed by the Chair.

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

There were no items, which in the opinion of the Chair, should be considered as a matter of urgency.

**17. DECLARATIONS OF INTEREST**

There were no declarations of interest announced.

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

The Harbour Master advised the Board of the sad passing of Mark Sylvester. The Board extended their condolences to the family.

The Board considered a report by the Health and Safety Advisor (circulated previously) regarding the Quarterly Designated Person Port Marine Safety Code Audit – Ilfracombe and Lynmouth Harbours.

The Designated Person highlighted the following:

- Additional members of staff attended the audit inspection meeting, The Environmental Health Manager and the Emergency Planning Officer. The Emergency Planning Officer would be taking over the role of the Temporary Health and Safety Officer.
- The quarterly audit inspection was carried out at both harbours on 8 July 2024.

#### Actions completed since last inspection – Ilfracombe

- The Harbour Master would be presenting a report to the Board regarding the Constitution for the formation of the Harbour Advisory Committee.
- The Harbour Master would be presenting the Business Plan for Ilfracombe Harbour.
- Works to stabilise the Cove cliff face had been completed.
- Signage had been installed to indicate no public access beyond the yellow line with regards to edge protection risks on Old Quay Head.

#### Risk Management – Ilfracombe

- An internal audit of the following topics was carried out this quarter; there were no non-conformities or non-compliances:
  - (i) Marine Safety Management System
  - (ii) Marine Emergency Plan Emergency Planning (OPRC/Site Emergency)
  - (iii) Aid to Navigation Aids and Wrecks.
- The bulged wall at Stone Bench was continuing to be monitored by the Harbour Master. There was no further movement of stonework and the catchment netting was working as intended. The Senior Engineer would carry out a thorough check on the wall in October 2024 and re-tender if works were required.
- An additional set of wording was still required along the edge protection line on the Cove side of the Harbour.
- The final report from the Royal Life Saving Society regarding the potential use of the “Sea Pool” area by members of the public had been chased up but was still outstanding. As soon as it was received, the report would be referred to the Council’s Senior Management Team for a final decision.

#### Actions Completed since last inspection – Lynmouth

- The work to rectify the trip hazards on the Rhenish Tower walk way had been completed and the walk way has reopened to the public.

- The algal growth along the edge of the slipway, the Harbour Arm and the steps down from the Harbour Arm had been treated and removed. Removal would be repeated every four to six weeks as necessary.

#### Risk Management – Lynmouth

- The Training Policy required reviewing and updating to be relevant to the current non-Statutory Harbour Authority situation with Lynmouth Harbour. Some training of the Town Clerk was still required.
- An internal audit of the following topics was carried out this quarter. There were no non-conformities or non-compliances, given that Lynmouth was not currently a Statutory Harbour Authority:
  - (i) Marine Safety Management System
  - (ii) Marine Emergency Plan Emergency Planning (OPRC/Site Emergency)
  - (iii) Aids to Navigation and Wrecks
- The remedial work to the stone steps (near the Rising Sun pub) was still outstanding as the most appropriate material to complete the works had yet to be agreed.
- The Senior Engineer has recently received the report of the Lynmouth Study, carried out by Royal Haskoning DHV. A meeting would be arranged to agree on any action that was needed as a result of the findings.
- The issue of seawater pouring through the joints between the stones, along a stretch of the sea wall, had been raised with Devon County Council Highways. The Town clerk would chase up a response.

Health and Safety at Ilfracombe Harbour continued to be proactively managed by the Harbour Master. No new risks were identified during this audit although there were some matters which were still ongoing, due to their nature.

The status of Lynmouth Harbour as a Statutory Harbour Authority was still progressing, therefore, there were still some aspects of the Port Marine Safety Code that did not apply. No new risks were identified during this audit although there were some matters which were ongoing.

RESOLVED that the findings of the Quarterly Designated Person Port Marine Safety Code Audit be noted.

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

The Board considered the Ilfracombe and Lynmouth Harbours' Budget Trading Accounts (circulated previously) by the Finance Manager.

The Director of Resources and Deputy Chief Executive highlighted the following:

- The operating figure included income from visiting boats, sale of fuel, kiosks, car parks, rental properties on the Harbour and the Watersports centre.
- There was no budget forecast variations expected.

- There was a higher expenditure figure last year due to unanticipated expense along Old Quay Head.
- The Lynmouth forecast figure was online to be within budget and there were no expected variances.

RESOLVED that the budget accounts be noted.

**20. FORMATION OF THE ILFRACOMBE HARBOUR ADVISORY COMMITTEE**

The Board considered a report by the Harbour Master (circulated previously) regarding the Formation of the Ilfracombe Harbour Advisory Committee.

The Harbour Master highlighted the following:

- Meetings had taken place with the Harbour Masters of Yarmouth and Looe to discuss how to set up an Advisory Board.
- The Council were obligated to have this independent Advisory Committee and had been set up in line with the Ports Good Governance Guidance (PGGG).
- As the Advisory Committee was independent of the Council and the Harbour Board, they would become a Statutory Consultee.
- Representatives from the following organisations would be invited to sit on the Committee:
  - Ilfracombe Fishing Association
  - Commercial Day Trip Vessels
  - Ilfracombe Yacht Club
  - Private Independent Vessels Owners
  - Ilfracombe Anglers Association
  - Local Dive Clubs
  - The RNLI
  - Larkstone Hub Watersports Clubs
  - Larkstone Hub Commercial Watersports Operators
  - Harbour Businesses
  - Environmental Representative
  - Ilfracombe Town Council
  - Ilfracombe Business and Tourism Association
  - Harbour Residents
- Each stakeholder Group would have one equal vote.
- A Chair could be elected at a meeting to give flexibility.
- The Committee would report directly to the Harbour Board and onto full Council.
- Harbour Board Members would not be allowed to sit on the Advisory Committee.
- Six members would need to be present at a meeting to have a quorum.

RECOMMENDED that the Constitution for the Independent Harbour Advisory Committee be approved at Full Council with the following additions:

- (a) Representatives from groups in the immediate vicinity of the red line be allowed to sit on the Committee;
- (b) A Secretary/Minute Taker would be appointed for the three year term;

- (c) Meetings would be held four weeks in advance of timetabled Harbour Meetings; and
- (d) The Constitution be considered by the Council's Monitoring Officer.

**21. ILFRACOMBE HARBOUR BUSINESS PLAN**

The Board considered a report by the Harbour Master (circulated previously) regarding the Ilfracombe Harbour Business Plan.

The Harbour Master highlighted the following:

- This was the final version as a result of previous meetings. It was a more flexible plan and would be a rolling plan – it was set out for five years but would be reviewed annually.
- The customers referred to in Appendix A, section 10 of the report, “Number of Customer satisfaction surveys” were the visiting boats.

In response to whether there could be a reference made in the plan to the Health and Safety and Environmental regulations under the Statutory Responsibility in Appendix A, section 5 of the report, the Harbour Master confirmed this could be added.

RESOLVED that the Ilfracombe Harbour Business Plan be adopted.

**22. MARINE SAFETY PLAN**

The Board received an update from the Harbour Master regarding the Marine Safety Plan.

The Harbour Master advised of the following:

- An incident had been recorded whereby a woman boarding a vessel had slipped and injured her back. The passenger had not fully disclosed her medical situation. The Harbour Master was happy the Safety Plan was working.
- Amendments were underway to the Bunkering Standard Operating Procedure document looking at how best to facilitate the landing of boats.

In response to concerns that an operating vessel didn't have very robust embarking/disembarking procedures, the Harbour Master advised that she had raised her concerns with them.

The Board noted the update.

**23. AIDS TO NAVIGATION**

No update was given.

**24. INFRASTRUCTURE UPDATE**

The Board received an update from the Harbour Master in relation to Infrastructure.

The Harbour Master highlighted the following:

- There was no more uplift of funds from the Marine Management Organisation (MMO).
- The current application in relation to the landing Davits would receive 75% of the original £24,000 approved.
- That level of funding would not be sufficient for five landing Davits as previously planned.
- The Harbour Master would speak to the Harbour users again to find out what would work.

The Board noted the update.

**25. ENVIRONMENTAL CONSIDERATION**

No update was given.

**26. FUTURE PROJECTS**

The Board received an update from the Harbour Master in relation to Future Projects.

The Harbour Master reported the following:

- The Sea School was progressing well.
- Sea Fish was a fully funded fishing training course that required an element of firefighting training.
- The only two locations that were rated as foam extinguisher premises was Chivenor and Brynsworthy Environment Centre.
- Once the recycling hall facility upgrade works had been completed the possibility of using the yard at Brynsworthy to run, a half-day firefighting course would be explored.
- New funding streams needed to be found ahead of any new projects could be considered.

The Board noted the update given.

**27. LYNTON AND LYNMOUTH HARBOUR COMMUNITY FORUM**

The Board considered the minutes of the Lynton and Lynmouth Harbour Sub-Committee, (circulated previously).

RESOLVED that the minutes of the Lynton and Lynmouth Town Council Harbour Sub-Committee held on the 24 July 2024 be noted.

Chair

The meeting ended at 3.16 pm

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