

NORTH DEVON COUNCIL

Minutes of a meeting of the ILFRACOMBE HARBOUR BOARD held at the Ilfracombe Centre, Ilfracombe on Tuesday 5th February 2019 at 2.00 p.m.

PRESENT: Members:

Councillor Meadlarkin (in the Chair)

Councillor Campbell

Co-opted Members:

Mr Cleary, and Mr Knill.

Officers:

Harbour Master, Health and Safety Officer and Corporate and Community Services Officer (AD).

Also Present:

Mr Jenkins

35 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Fowler, Mr Kift and Captain Joint.

36 MINUTES

RESOLVED that the minutes of the meeting held on 13th November 2018 (circulated previously) be approved as a correct record with the addition under minute 32 of; “the Ilfracombe Harbour Board were seeking clarification of the legal standing between North Devon Council and Ilfracombe Harbour for the purposes of Insurance cover.” and signed by the Chairman.

37 DECLARATIONS OF INTEREST

The following declarations of interest were announced:

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

Mr Knill All items – personal interest as a boat owner, members of the Ilfracombe Yacht Club and secretary of YSail.

**38 QUARTERLY DESIGNATED PERSON AUDIT REPORT –
ILFRACOMBE HARBOUR**

The Health and Safety Officer updated the board with the findings of the quarterly designated person audit held on 22nd January 2019, (circulated previously) in respect of the actions undertaken following the previous audit inspection, risk management and conclusions reached.

A visit to Lynmouth Harbour had been undertaken in November 2018 to discuss ways the Designated Person audits could encompass Lynmouth Harbour. It was agreed that the Ilfracombe Harbour Master would act as Maritime Advisor to Lynton and Lynmouth Town Council and that health and safety audits would be carried out in a similar manner to those currently performed at Ilfracombe. If the Board were in agreement it was planned to amalgamate the two Harbours, (Ilfracombe and Lynmouth) into one Board. If the two Harbours were amalgamated Lynmouth boat users who visited Ilfracombe Harbour would no longer pay fees, similarly Ilfracombe boat users visiting Lynmouth would not pay fees.

The Harbour Master advised the Board that she had qualified as a Port Facility Security Officer (PFSO) the status of which maybe dependant on the Harbour installing a CCTV system. There may be a 24 month grace period beyond which if the CCTV system had not been installed status would be lost. One quote for a new CCTV system had been received with two more being sought. The Port Facility Security Plan (PFSP) was going through the approval stage with the Department for Transport at present and all conditions would be forwarded to the Board once received.

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

RECOMMENDED that;

- (a) The powers and duties of the Ilfracombe Board in the North Devon Council's constitution be amended to reflect the amalgamation of the two harbours, Ilfracombe and Lynmouth, and renamed the Harbour Board,
- (b) The membership of the board to comprise four North Devon District elected members, three representing Ilfracombe and one representing Lynton and Lynmouth and four independently elected members, and;
- (c) The quarterly Health and Safety audit for Lynmouth commence from May 2019.

RESOLVED:

(d) That the quarterly designated person audit report be noted.

39 ILFRACOMBE HARBOUR CHARGES REVIEW

The Board were updated on the outcome of the consultation undertaken as reported by the Harbour Master (circulated previously) regarding a review of the charges for the Ifracombe Harbour.

The Independent member of the Board, Mr Knill, who had declared a Personal Interest as a boat owner and was, therefore, a fee payer abstained from the vote.

RECOMMENDED that the Ifracombe Harbour charges be increased by 2.7% for 2019-20.

40 ILFRACOMBE HARBOUR PERSONNEL WATERCRAFT (PW) POLICY

The Board considered the Ifracombe Harbour Personnel Watercraft (PW) Policy (circulated previously).

The Harbour Master explained that with the increased numbers of the use of jet skis (also known as personnel watercraft) there was the need for a policy setting out the equipment needed to ensure safety on the water.

The Board discussed the geographical area covered by the Harbour Master's jurisdiction and whether this should be extended to encompass Hele Bay the advantage of this would be to give the Harbour Master the ability to pursue misdemeanours legally.

RESOLVED that the Harbour Master would investigate the possibility of adding Hele Bay to Ifracombe Harbour under the existing Bye-Law.

The Harbour Master advised that a Memorandum of Understanding (MoU) had been drafted and if adopted the Personnel Policy could enable other Harbours to sign up to the MoU.

RESOLVED that the Ifracombe Harbour Personnel Watercraft (PW) Policy be adopted.

41 ILFRACOMBE HARBOUR ADVERTISING POLICY

The Board considered the Ifracombe Harbour Advertising Policy, (circulated previously).

The Harbour Master advised the Board this policy was a resurgence of an existing policy from 1996. The revised policy didn't include leafletting and was for the creating of advertising boards to a uniform size and appearance.

The permissible area where such activity could be carried out was defined to North Devon Council land.

RESOLVED that the Ilfracombe Harbour Advertising Policy be adopted.

42 PORT MARINE SAFETY CODE

The Harbour Master provided an update to the Board on the Port Marine Safety Code which included the following:

- The waste management plan was due to expire on 3rd June 2019 and this policy was verified by the Maritime and Coastguard Agency (MCA), the Harbour Master would email all Members the revised plan.
- The Safety Management System (SMS) policy was due for review prior to May 4th 2019 and the Harbour Master would email all members the revised plan.
- Also due to expire in June 2019 was the Emergency plan as this was not externally reviewed this could be considered at the June Harbour Board meeting.
- The Harbour Master was changing the Passenger Licence slightly by introducing a check ride as part of the process before a licence was issued.
- The Harbour Revision Order was still awaiting consideration in parliament and unlikely to be looked at until after 25th April 2019 subsequently this was causing a delay on works beginning on the water sports centre. The Harbour Master advised that a request for an extension to the deadline on the spending of the grant awarded should be put forward to the Coastal Communities Fund.
- The Harbour Master was seeking expert advice on options to implement safe navigation methods for the increased number of non- propulsion traffic that would arise due to the water sports centre.

43 HARBOUR MASTER UPDATE

The Harbour Master provided an update to the Board as follows:

- The Harbour Master was seeking approval from the Board for the release of funds to commission a local artist to draw images of the Harbour without the kiosks on site. The safety of visitors accessing the Harbour was the message behind removing the kiosks and this would be demonstrated by an artist's illustration.
- The waiting room renovation was progressing with doors on order and a muralist enlisted to draw on the walls. Old photos of the Harbour were to be displayed on the walls along with a map.

RESOLVED that the Harbour Master use funds from the Harbour Board's budget of £1500 to commission a local artist.

- Structural damage had been sustained on the first landing of the pier. It was determined that the whole structure would need to be replaced as the damage

has occurred not as a result of wear and tear but a defect in the works that had been carried out.

- The Harbour Master was pleased to advise that Ilfracombe was to be the first Harbour in the country to pioneer the use of a Waste Shark. It was being sponsored by the World Wildlife Fund (WWF) and Sky. Sky would be covering the launch taking place on Monday 25th February 2019. The Waste Shark was designed to clear unwanted debris, such as plastics, oils and pollutants from the water.
- In conjunction with the launch of the Waste Shark another new initiative had been signed up to which would collect and repurpose the waste collected thus avoiding it being sent to landfill.
- The Harbour Master informed the board that the proposed Public Spaces Protection Order (PSPO) to restrict the leafletting and anti-social behaviour on the Harbour and adjacent areas was in its public consultation period and due to go before the council on the March 2019 agenda.

44 HARBOUR FORUM UPDATE

The Board considered the notes of the Ilfracombe Harbour Community Forum held on 22nd January 2019 (circulated previously and tabled).

The Harbour Forum representative advised that a renewed direction for the Forum was being looked at.

The Harbour Master advised that she had been informed that an outstanding placement of a bin at Quay Field Path was due next week.

In response to a question about the situation of bins the Chairman said that there was a sponsored bin scheme run by North Devon Council and this would be a good opportunity to look to update the recycling bins around the Harbour.

The Chairman gave thanks to the current Harbour Master and the recently retired Harbour Master for all their hard work he went on to thank all Members for their input to the Board over the last four years.

Chairman

The meeting ended at 3.40 p.m.

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