

South Hams Salcombe Harbour Board



Title:	Agenda										
Date:	Monday, 20th February, 2017										
Time:	2.30 pm										
Venue:	Quay House, Kingsbridge										
Full Members:	<p style="text-align: center;">Chairman Cllr Brazil</p> <p style="text-align: center;">Vice Chairman</p> <p><i>Members:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Ms A Jones</td> <td style="width: 33%;">Mr M Taylor</td> </tr> <tr> <td>Mr M Long</td> <td>Cllr Pearce</td> </tr> <tr> <td>Mr M Mackley</td> <td>Cllr Wingate</td> </tr> <tr> <td>Mr H Marriage</td> <td>Cllr Wright</td> </tr> <tr> <td>Mr A Thomson</td> <td>Cllr Gilbert</td> </tr> </table>	Ms A Jones	Mr M Taylor	Mr M Long	Cllr Pearce	Mr M Mackley	Cllr Wingate	Mr H Marriage	Cllr Wright	Mr A Thomson	Cllr Gilbert
Ms A Jones	Mr M Taylor										
Mr M Long	Cllr Pearce										
Mr M Mackley	Cllr Wingate										
Mr H Marriage	Cllr Wright										
Mr A Thomson	Cllr Gilbert										
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.										
Committee administrator:	Member.Services@swdevon.gov.uk										

- 1. Apologies for Absence**
- 2. Minutes** **1 - 6**
to approve as a correct record and authorise the Chairman to sign the minutes of the meeting of the Board held on 21 November 2016.
- 3. Urgent Business**
brought forward at the discretion of the Chairman
- 4. Division of Agenda**
to consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information
- 5. Election of Vice Chairman**
- 6. Declarations of Interest**
Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests, they may have in any items to be considered at this meeting
- 7. Public Question Time**
a period of up to 15 minutes is available to deal with questions from the public
- 8. Feedback from Harbour Community Forums**
to receive verbal reports from Board Members who attend the Harbour Community Forums on behalf of the Board
- 9. Update on the LACC**
verbal update of the Group Manager Commercial Services
- 10. Revenue Budget Monitoring 2016/17** **7 - 16**
- 11. Performance Indicators (Sep - Dec)** **17 - 20**
- 12. Report of the Harbour Master** **21 - 24**

**MINUTES OF THE MEETING OF
THE SALCOMBE HARBOUR BOARD
HELD AT CLIFF HOUSE, SALCOMBE ON MONDAY, 21 NOVEMBER 2016**

Members in attendance			
* Denotes attendance		∅ Denotes apology for absence	
*	Cllr J Brazil (Chairman)	∅	Dr C C Harling (Vice Chairman)
∅	Cllr J A Pearce	*	Mr M Long
*	Cllr K R H Wingate	*	Mr M Mackley
*	Cllr S A E Wright	*	Mr H Marriage
		*	Mr A Thomson
		*	Mr M Taylor
*	Cllr R D Gilbert		

Item No	Minute Ref No below refers	Officers in attendance and participating
All agenda items		Executive Director (Service Delivery and Commercial Development (SD&CD)), Salcombe Harbour Master, s151 Officer, Finance Business Partner and Senior Case Manager

SH.22/16 MINUTES

The minutes of the meeting of the Salcombe Harbour Board held on 26 September 2016 were confirmed as a correct record and signed by the Chairman.

SH.23/16 URGENT BUSINESS

The Chairman advised the Board that he had received a letter of resignation from Kit Harling. The Board asked that a letter be sent to Dr Harling to thank him for his many years of service to the Board. In accordance with recent revisions to the Council Constitution, the Chairman confirmed that steps were in place to appoint a replacement Co-opted Member without the need for another full recruitment and interview process.

The Chairman then allowed a Member to raise the issue of the branding of the published Salcombe Harbour Board agenda. The agenda now appeared as the 'South Hams Salcombe Harbour Board' agenda. The Senior Case Manager advised that this was simply as a result of the software used to publish agendas for both South Hams District Council and West Devon Borough Council, with every formal meeting agenda being prefixed with one or the other authority. The Executive Director (SD&CD) added that the Council had made savings by using one software licence for both authorities, and reminded the Board that it was effectively a 'sub-committee' of South Hams District Council.

SH.24/16 **DECLARATIONS OF INTEREST**

Members were invited to declare any interests in the items of business to be considered during the course of the meeting, and the following were made:

Cllrs Wingate and Wright and Mr Mackley, Mr Marriage, Mr Taylor and Mr Thomson all declared a disclosable pecuniary interest in all related agenda items by virtue of having moorings or paying harbour dues to the Council. As a result of the Solicitor granting each Board Member a dispensation, they were all able to take part in the debate and vote on any related matters (Minute SH.05/16 refers).

SH.25/16 **PUBLIC QUESTION TIME**

In accordance with the Public Question Time procedure rules, Mr Richard Smith addressed the Board and advised that he had been unable to locate the agenda papers for the meeting on the website. In discussion, it transpired that he was looking for the agenda on the Salcombe Harbour website rather than the South Hams District Council website. It was agreed that members of the public may naturally expect to access the Salcombe Harbour Board agenda on the Salcombe Harbour website and therefore future meetings would be advertised on the Harbour website and a link included to the published agenda.

Mr Michael Astill addressed the Board and advised that he and many others were keen to see an outcome to the discussions regarding the Kingsbridge to Salcombe ferry.

SH.26/16 **FEEDBACK FROM HARBOUR COMMUNITY FORUMS**

The Board received verbal update reports from the Board Members who attended the Harbour Community Forums. The updates were given as follows:

Salcombe Kingsbridge Estuary Association (SKEA)

The representative advised that a meeting had taken place but no particular issues were raised.

Salcombe Kingsbridge Estuary Conservation Forum (SKECF)

There was no update to give.

South Devon & Channel Shellfishermen

The representative advised that the Forum had met recently and many issues were sensibly discussed, and a number of required actions noted. Whilst the operational forum was now fulfilling its purpose, there was a view that it would be useful to have a meeting to discuss strategy for the Fish Quay. Another Member who had attended the meeting advised that there had been a lot of dissatisfaction expressed. The difference in economics between the larger boats and smaller boats was challenging. The Chairman confirmed that he would be happy to progress a strategic meeting and it was agreed that the representative and the Harbour Master would set the agenda. The Harbour Master added that a number of action points had already been addressed and these included:

- Repainting lines on the Fish Quay;
- Lorry parking;
- Store boxes remaining too long on the temporary mooring;
- Waste disposal;
- Security gates;
- Quay charges; and
- Too many tenders on the pontoon.

He concluded that he recognised the dissatisfaction but there were different and distinct types of customer.

Kingsbridge and Salcombe Marine Business Forum

The representative advised that there were no issues to raise.

Kingsbridge Estuary Boat Club (KEBC)

The representative advised that concerns had been raised about the red tides that were persisting in the upper harbour. The Harbour Master responded that work was being undertaken to assess the reason for the red tides. There was an unusual feature within the estuary in that it was affected by limiting factors with both fresh water and sea water, phosphate and nitrogen, and whether the blooms were affected by these, or appeared as a result of waste, was being investigated.

SH.27/16

UPDATE ON THE LOCAL AUTHORITY CONTROLLED COMPANY (LACC)

The Executive Director (SD&CD) began her update by thanking the Members of the Board who had attended meetings with the Joint Steering Group (JSG). At the latest meeting of the JSG, a detailed report on pension implications had been presented, and the report stated that there were no pensions related reasons to prevent the establishment of a LACC. There were still a number of issues to look at but nothing detrimental to either staff or the Council in respect of establishing a LACC.

Various pieces of work were being pursued in respect of tax matters. Whilst it was important to understand the pension issues, there was now no 'red line' so the project team was focussing on putting the business plan together. One Member of the Board who was also a Member of the JSG confirmed that the Group was now beginning to work through the finer detail of the project.

The Executive Director (SD&CD) advised that trading opportunities for the Harbour would be considered. One Member felt that from the perspective of the Harbour there was not a sufficient return to justify the change. The Harbour Master responded that he viewed the proposal more holistically, and saw opportunities, particularly in his role as Marine Officer for the Council. The LACC would enable the skills of the harbour staff to be utilised for a profit.

Members then discussed how the LACC might affect the financial position of the Harbour. There would be no difference in the relationship with the Harbour but the change enabling a profit to be made would be

an opportunity. The Council would hold the assets, as it did now. One Member stated concerns over public perception. The Harbour was well run and this improved the reputation of the Council. However there was no perceptible advantage of transferring to a LACC. The Executive Director (SD&CD) clarified that the Harbour Board would remain as the Harbour Board and would not transfer into a LACC. The services delivered by the workforce would transfer into the LACC, and those services could also be delivered to others as well. As part of the business case it was important to show that there was no detriment to any part of the organisation.

One Member was concerned that issues raised did not get carried forward in meetings such as concerns over staff and whether the harbour staff could transfer into the LACC at a later date. The Executive Portfolio Holder for Commercial Services, who had responsibility for Salcombe Harbour, advised that he would be attending Board meetings to listen to the concerns of Board Members and he would be ensuring their voice was heard.

SH.28/16 **REVENUE BUDGET MONITORING 2016/17**

A report was presented that enabled Members to monitor income and expenditure variations against the approved budget for 2016/17, and provided a forecast for the year end position.

The Chairman raised the matter of credit card charges and it was agreed that until the Harbour was able to offer the option of paying by BACS it would not be appropriate to pass on to customers the charge for payment by credit card.

It was then:

RESOLVED

That the forecast income and expenditure variations for the 2016/17 financial year and the overall projected underspend of £30,500 be noted.

SH.29/16 **EARLY REPAYMENT OF LOANS WITH SOUTH HAMS DISTRICT COUNCIL**

Cllr Wright, in his capacity as Executive Portfolio Holder for Support Services, presented a report that provided Members with the option of paying off the Council's loans prior to their maturity dates and included the full financial implications of the decision.

During discussion, the following points were discussed:

- One Member accepted that the Harbour Board was a Committee of South Hams District Council, but as a Member of the Board he should put its interests first and, in his view, the loans should be paid in full as soon as possible;

- Other Members stated that whilst it would be in the interests of the Harbour to repay all monies now, the position of the Council was appreciated and the way forward should suit both sides;
- The s151 officer explained that the option being recommended in the presented report equated to a loss of income to the Council of £111,000 which was broadly equivalent to a 2% increase on council tax;
- The Executive Director (SD&CD) reminded the Board that the loans had been taken out at an advantageous rate, and if the money had been borrowed from a commercial lender it would be normal practice to be charged a premium for early repayment of loans;
- A number of Members felt that there may be a public perception issue and the Executive Director (SD&CD) suggested that a paper be presented to the next meeting of the Harbour Board that set out the relationship between the Council and the Harbour Board in more detail;
- Discussions were currently ongoing about the transfer of management of assets to the Board. For clarity, it was confirmed that this was management of assets and not transfer of assets themselves.

It was then:

RESOLVED

That Council be **RECOMMENDED** to:

1. agree to the early capital repayment of £30,000 of the Residents pontoons loan in 2017/18, to be funded from the Harbour's pontoons Reserve;
2. agree to the early capital repayment of £114,000 of the Batson pontoons loan in 2019/20, to be funded from the Harbour's pontoons Reserve; and
3. increase the contribution to the Council's Marine Infrastructure Reserve in 2017/18 from £46,300 to £58,000, to reflect the annual depreciation of the Council's marine assets.

SH.30/16 **2nd QUARTER PERFORMANCE INDICATORS**

The Harbour Master presented a report that summarised Salcombe Harbour's Performance Indicators (PIs) for the period 1 July 2016 to 30 September 2016.

He updated Members on the latest position regarding the thefts that had taken place. Members then discussed the possibility of using CCTV to monitor activity on the estuary.

It was then:

RESOLVED

That the Harbour Board had noted the latest PIs.

SH.31/16 **HARBOUR MASTER'S REPORT**

The Harbour Master presented a report on topical harbour issues that could be of interest to the Board or affected the Harbour.

Members discussed the issue of underused berths and how incentives could be offered to encourage berth holders to let the Harbour know if their berth would be unused for any length of time.

Members discussed the need to make progress in respect of re-establishing a Kingsbridge/Salcombe ferry. It was **PROPOSED, SECONDED** and on being put to the vote declared **CARRIED** that the Harbour Master seek expressions of interest and if appropriate, invite tenders to run such a service.

The Harbour Master advised the Board that he had visited the Egremont and circulated a number of photographs showing her current condition. Members discussed the measures that may be appropriate to take prior to the vessel returning to the Harbour and it was agreed that it would be helpful to receive an update at the next meeting of the Board.

Members discussed the issue of the Scoble VHF aerial and the Chairman suggested that if no response was received to previous communications then perhaps the MP should be copied in to further correspondence.

It was then:

RESOLVED

1. That the report be noted; and
2. That delegated authority be given to the Harbour Master to seek expressions of interest in re-establishing a Kingsbridge/Salcombe ferry and invite tenders if appropriate.

(Meeting commenced at 2.30 pm and concluded at 4.45 pm)

Chairman

Report to: **Salcombe Harbour Board**
Date: **20 February 2017**
Title: **Revenue Budget Monitoring 2016/2017**
Portfolio Area: *Salcombe Harbour*
Wards Affected: **All**
Relevant Scrutiny Committee: **Overview and Scrutiny Panel**

Urgent Decision: **N** Approval and clearance obtained: **N**

Authors: **Pauline Henstock** Roles: **Finance Business Partner**
Adam Parnell **Harbour Master**

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Recommendations:

That the Board notes the forecast income and expenditure variations for the 2016/17 financial year and the overall projected underspend of £30,000.

1. Executive summary

1.1 This report enables Members to monitor income and expenditure variations against the approved budget for 2016/17, and provides a forecast for the year end position.

1.2 Gross expenditure is set at just over £1 million in the 2016/17 balanced budget. As at 26 January 2017 a surplus of £30,000 is forecast as shown in Appendix A.

2. Background

2.1 A detailed and balanced budget for Salcombe Harbour is set every year. In order to keep Members up to date a regular budget monitoring report is brought to the Board.

3. Outcomes/outputs

3.1 Appendix A shows that a surplus of £30,000 is currently forecast for 2016/17. The main reasons for this underspend are shown in the table below:

TABLE 1: 2016/17 BUDGET FORECAST

	2016/17 Budget expenditure/ (income) £	Budget variations increase/ (decrease) £	£	
APPROVED NET BUDGET			-	
Reductions in expenditure/additional income				
Mooring hire income	(438,400)	(43,000)		A
Pontoon income	(160,300)	(6,400)		B
Dues income	(272,100)	(5,700)		C
Miscellaneous income	(37,400)	(10,700)		D
Subtotal of variations			(65,800)	
Increases in expenditure/reductions in income				
Employees	383,100	6,100		E
Security Patrol	42,600	8,300		F
Rents	123,500	8,500		G
Moorings	62,500	4,500		H
Credit Card handling charges	6,500	5,500		I
Miscellaneous net variances	-	2,900		
Subtotal of variations			35,800	
PROJECTED SURPLUS			(30,000)	

Notes

- A. **Mooring hire income** – The forecasted number of visiting yacht nights is customarily pessimistic to take account of any poor weather or other factors which keep visitors away. This has fortunately not proven to be the case despite lower visitor numbers since they have all on average stayed for longer.
- B. **Pontoon income** – This income has been generated by renting out temporarily vacant berths during the high season.
- C. **Dues income** – Slightly more vessels than anticipated visited Salcombe this year, resulting in a small increase in dues.
- D. **Miscellaneous income** – Miscellaneous income is that generated by hiring out surplus capacity e.g. hiring out the barge or plant. This year we have successfully generated better than forecast returns.
- E. **Employees** – The wages for seasonal staff were higher than budgeted (£4,600) due to them working more hours than originally anticipated. This will be monitored next years and future budgets adjusted as necessary. In addition staff training costs are expected to be higher than anticipated this year mainly due to LGV and fork lift truck refresher training.
- F. **Security Patrol** – Costs have risen due to the new contract which is significantly higher than forecast when the budget was set. This has been reflected in the 2017/18 Budget.
- G. **Rents** – Fundus rent is directly related to moorings income and pontoon income (notes A and B). As the income has been higher than budgeted so too is the rent payable to the Duchy.
- H. **Moorings** – A number of the larger mooring buoys in the harbour were found to require replacement this year.
- I. **Credit card handling charges** – The popularity of payments via card continues to increase. Unfortunately the total costs for this year (£11,900) is already above that budgeted for 2017/18 (£10,500) so there is likely to be a small overspend next year as well.

4. Issues for consideration

- 4.1 Although unwelcome the projected surplus is less than 3% of the gross revenue budget. Next year's budget has been developed with these lessons in mind.

5. Reserves

5.1 Salcombe Harbour holds three reserves as follows:

- **General Reserve** – comprising the accumulation of generated trading surpluses;
- **Renewals Reserve** –for the replacement of the Harbour’s infrastructure assets, excluding pontoons;
- **Pontoon Reserve** –for the replacement of pontoons.

A summary of the projected Harbour reserve balances as at 31 March 2017 are shown in Appendix B.

6. Proposed Way Forward

6.1 Regular budget monitoring updates will be brought to the Board.

7. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Pier and Harbour (Salcombe) Confirmation Order 1954.
Financial	Y	The report identifies a projected surplus of £30,000.
Risk	Y	Budget variances – continual budget monitoring ensures early identification of variances. Reporting to the Board provides an opportunity for Members to identify and instigate remedial action where appropriate.
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None directly arising from this report.
Safeguarding	N	None directly arising from this report.
Community Safety, Crime and Disorder	N	None directly arising from this report.
Health, Safety and Wellbeing	N	None directly arising from this report.
Other implications	N	None directly arising from this report.

Supporting Information

Appendix A – Salcombe Harbour Revenue Forecast 2016/17

Appendix B – Harbour Balances Forecast 2016/17

Background Papers:

None

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed	Yes
SLT Rep briefed	Yes
Relevant Exec Director sign off (draft)	Yes
Data protection issues considered	Yes
If exempt information, public (part 1) report also drafted. (Committee/Scrutiny)	N/A

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SALCOMBE HARBOUR REVENUE FORECAST 2016/2017

APPENDIX A

As at 26th Jan 2017

Actual 2014/2015	Actual 2015/2016		Budget 2016/2017 (At outturn prices)	Forecast 2016/2017	Variance Forecast to Budget
£	£		£	£	£
		Employees:-			
376,869	394,315	Harbour	383,100	389,200	6,100
		Premises-Related Expenditure:-			
29,323	26,864	General Repairs and Maintenance	19,500	21,600	2,100
39,063	44,456	Security Patrol	42,600	50,900	8,300
8,369	6,397	Landings and Pontoons	10,500	11,000	500
40	0	Marks and Beacons	1,500	1,500	0
55,479	59,207	Moorings	62,500	67,000	4,500
620	910	Insurances	1,900	1,000	(900)
22,805	22,220	Utility Charges	24,900	23,900	(1,000)
122,526	127,459	Rents	123,500	132,000	8,500
6,429	8,489	Refuse Collection /Office Cleaning	8,000	8,700	700
<u>284,654</u>	<u>296,002</u>		<u>294,900</u>	<u>317,600</u>	<u>22,700</u>
		Supplies and Services:-			
11,642	23,560	Equipment	19,100	17,100	(2,000)
9,235	8,417	Printing, Stationery and Advertising	11,000	9,500	(1,500)
8,933	7,718	Communications (Radios, Telephones, Postage etc.)	9,900	8,300	(1,600)
3,552	3,722	Protective Clothing	4,000	3,700	(300)
6,600	9,902	Credit Card Handling Charges	6,500	12,000	5,500
<u>25,655</u>	<u>25,934</u>	Miscellaneous	<u>22,300</u>	<u>24,900</u>	<u>2,600</u>
65,617	79,253		72,800	75,500	2,700
41,026	55,903	Transport-Related Expenses (Launches etc.)	49,200	49,100	(100)
51,600	51,900	Central Support Services	43,500	43,500	0
26,000	30,000	Contribution to Renewals Reserve	34,000	34,000	0
50,000	61,500	Contribution to Pontoon Reserve	61,500	61,500	0
15,000	25,000	Contribution to Marine Infrastructure Reserve	46,300	46,300	0
5,045	0	New Projects Funded From Revenue	5,000	5,000	0
41,909	144,558	Items being met from Reserves	3,200	38,000	34,800
<u>29,997</u>	<u>24,800</u>	Capital Charges (Net)	<u>24,800</u>	<u>24,800</u>	<u>0</u>
987,717	1,163,231	TOTAL EXPENDITURE	1,018,300	1,084,500	66,200
(274,626)	(267,328)	Harbour Dues	(272,100)	(277,800)	(5,700)
(433,693)	(457,998)	Mooring Hire	(438,400)	(481,400)	(43,000)
(160,018)	(163,633)	Small Boat Pontoon Systems	(160,300)	(166,700)	(6,400)
(35,841)	(34,693)	Water Taxi Service	(36,000)	(36,100)	(100)
(23,008)	(23,279)	Mooring Licences	(23,700)	(23,100)	600
(44,035)	(44,142)	Security Patrol Fees	(45,200)	(42,300)	2,900
(50,095)	(45,200)	Miscellaneous	(37,400)	(48,100)	(10,700)
(41,909)	(144,558)	Contribution from Reserves	(3,200)	(38,000)	(34,800)
<u>(1,200)</u>	<u>(1,200)</u>	Interest	<u>(2,000)</u>	<u>(1,000)</u>	<u>1,000</u>
(1,064,425)	(1,182,031)	TOTAL INCOME	(1,018,300)	(1,114,500)	(96,200)
<u>(76,708)</u>	<u>(18,800)</u>	(SURPLUS) / SHORTFALL ON TRADING ACTIVITIES	<u>0</u>	<u>(30,000)</u>	<u>(30,000)</u>

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HARBOUR BALANCES FORECAST 2016/17

APPENDIX B

As at 26th January 2017

Pontoons Reserve

	£
Balance as at 1st April 2016	67,766
ADD	
Contribution 2016/2017	61,500
Interest	300
	<u>129,566</u>

Less anticipated expenditure

Projected Balance as at 31st March 2017 129,566

General (Revenue Account) Reserve

	£
Balance as at 1st April 2016	139,789
ADD	
Estimated surplus 2016/17	30,000
	<u>169,789</u>

Less anticipated expenditure

Loan repayment (30,000)

Projected Balance as at 31st March 2017 139,789

Renewals Reserve

	£
Balance as at 1st April 2016	58,383
ADD	
Contribution 2016/2017	34,000
Interest	300
	<u>92,683</u>

Less anticipated expenditure

Outboard motor (3,000)

2 20HP Honda engines (4,985)

Projected Balance as at 31st March 2017 84,698

Estimated Total Reserves Balances as at 31 March 2017

£354,053

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Report to: **Salcombe Harbour Board**
Date: **20 February 2017**
Title: **3rd Quarter Performance Indicators**
Portfolio Area: *Salcombe Harbour*
Wards Affected: **All**
Relevant Scrutiny Committee: Overview & Scrutiny Committee

Urgent Decision: **N** Approval and clearance obtained: **N**

Date next steps can be taken: **N/A**
(e.g. referral on of recommendation or implementation of substantive decision)

Author: **A Parnell** Role: **Harbour Master**
Contact: **01548 843791**

Recommendations:

1. That the Harbour Board NOTES the latest PIs

1. Executive summary. This report summarises Salcombe Harbour's performance indicators (PIs) for the period 1 Oct – 31 Dec 17.

2. Background. The Harbour Board endorsed the introduction of a set of PIs and to have them reported as a standing agenda item (SH 26/06).

3. Outcomes/outputs.

- With the exception of Christmas and New Year, the core duties were carried out every day during the reporting period, and there were no resource failures which had an adverse impact on outputs.
- Visiting boat income is up on the 3-year average, due primarily to the stable and clement weather.
- The waiting lists have fallen slightly overall but there are still 612 live applications. 'Walk ashore' pontoon berths continue to be the most popular, which will be partially addressed by the proposed pontoon installations next year.

4. Options available and consideration of risk. Continue to monitor and report; be prepared to review PIs for their utility.

5. Proposed Way Forward. Continue monitoring PIs.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	N	The Salcombe Harbour Order 1954
Financial	N	
Risk	N	
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None
Safeguarding	N	None
Community Safety, Crime and Disorder	N	None
Health, Safety and Wellbeing	N	No adverse impacts
Other implications	N	

Supporting Information

Appendix: 3rd ¼ PI results.

Background Papers: None

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed	Yes/No
SLT Rep briefed	Yes/No
Relevant Exec Director sign off (draft)	Yes/No
Data protection issues considered	Yes/No
If exempt information, public (part 1) report also drafted. (Committee/Scrutiny)	Yes/No

Performance Indicators

1. Performance indicators

Indicator	Type	Reporting	Target	Year	Q1 (Apr-Jun)	Q2 (Jul-Sept)	Q3 (Oct-Dec)	Q4 (Jan-Mar)
1. Core duties	Operation	Major core duties not achieved	0 days	2015/16	0	0	0	
				Previous yr	0	0	0	0
2. Resource Availability	Operation	Major resource failures	0 days	2015/16	0	0	0	
				Previous yr	0	1	0	0
3. Water quality	Operation	Sampling below "good"	0	2015/16	0	0	-	-
				Previous yr	0	0	-	-
4. Customer satisfaction	Business	No. of Complaints	0	2015/16	0	0	0	
				Previous yr	0	0	0	0
		No. of Compliments	No target set	2015/16	3	4	1	
				Previous yr	3	7	3	1
5. Visiting boat income	Business	Quarterly income	> 3-yr average	2015/16	£56,382	£111,838	£16,191	£
				3 yr avg	£45,528	£108,013	£9,961	£2,390
6. Waiting lists	Business	Deep water	No of applicants	2015/16	189	200	194	
				Previous yr	174	174	174	174
		Foreshore	No of applicants	2015/16	110	124	114	
				Previous yr	135	138	138	138
		Batson, VQ & K'bridge pontoon	No of applicants	2015/16	296	314	304	
				Previous yr	269	274	278	278
7. Accidents	Operation	Total number	0	2015/16	1	2	0	
				Previous yr	0	0	0	2*
		Major accidents	0	2015/16	1	0	0	0
				Previous yr	0	0	0	0
8. Major Incidents (speeding, crime, collisions, moorings)	Operation	Number	0	2015/16	4 Sp, 8 Theft	2 Fire, 2 MoB, 21 Theft, 32 Sp	0	
				Previous yr	4	3	2	0

2. **Items reported by exception.** These items will be reported by exception in the event of their occurrence.

Item	Report
Failure of nav lights or marks.	None during the reporting period
Pollution reports	None during the reporting period
Incidents and accidents	None during the reporting period
Permanent staff turn-over	One

Core duties

- Conduct a daily patrol of the estuary to ensure that harbour-owned and maintained facilities (slipways, steps, landings, pontoons, moorings and aids to navigation) are functional, fit for purpose and that no navigational hazards exist. Navigational hazards which cannot be rectified within 24 hrs will be promulgated by Local Notice to Mariners.
- Harbour-owned slipways and steps are inspected weekly and cleaned monthly (or more frequently if necessary).
- Inspection and preventative maintenance (or replacement) of all harbour-owned deep water and foreshore moorings will be conducted annually.
- In the rare event of a mooring failure, repairs will be effected within 7 days, during which time an alternative facility will be made available, usually within 24 hrs.
- Permanent moorings or berths surrendered to the Harbour Authority will be re-allocated within 4 working weeks.
- An up-to-date weather forecast will be displayed outside of the Harbour Office every day.

Report to: **Salcombe Harbour Board**

Date: **20 February 2017**

Title: **Harbour Master's Report**

Portfolio Area:

Wards Affected: **All**

Relevant Scrutiny Committee:

Overview and Scrutiny Committee

Urgent Decision: **N** Approval and clearance obtained: **N**

Date next steps can be taken: **N/A**
(e.g. referral on of recommendation or implementation of substantive decision)

Author: **A Parnell** Role: **Harbour Master**

Contact: **01548 843791**

Recommendations:

That the Board **RESOLVES** to note the Harbour Master's report.

1. Executive summary

1.1 There are a number of topical issues affecting the Harbour. These include the Egremont future plans, the Kingsbridge-Salcombe ferry, and an aquaculture proposal.

2. Egremont future plans

2.1 The scope of the Egremont refit has been substantially increased and she is now forecast to return early Oct 17. In the interim, they are keen to have another teaching platform on her mooring. The options are to replace the pontoons with perhaps a temporary 'portacabin' structure or to commission another vessel, the *Plymouth Princess*. Both options require further investigation before either can be accepted however the staff are working hard to accommodate their needs.

3. Kingsbridge-Salcombe ferry options

3.1 HM has exchanged emails with the current operator who has provided assurances that the ferry will run this year. It is currently in Plymouth being refitted for this purpose.

4. Aquaculture

4.1 The Office has received a request to site frames below the Residents' pontoons to 'grow on' otherwise undersized scallops caught at sea. This is already being done in Scotland and the applicant has been advised to approach NE, IFCA etc. In the interim, HM is willing to permit a 'dry run' to be conducted to see if such a proposal is technically feasible.

5. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	N	Where appropriate, reference to legal implications is referenced in the report
Financial	N	
Risk	Y	There is a risk that the Harbour is not viewed as a secure harbour due to the recent spate of thefts. This risk is being mitigated by raising public awareness and providing security marking kits.
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None
Safeguarding	N	None
Community Safety, Crime and Disorder	Y	The recent spate of thefts impacts on community safety
Health, Safety and Wellbeing		
Other implications	Y	Marine crime can have adverse reputational consequences

Supporting Information

Appendices: None.

Background Papers: None.

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed	Yes/No
SLT Rep briefed	Yes/No
Relevant Exec Director sign off (draft)	Yes/No
Data protection issues considered	Yes/No
If exempt information, public (part 1) report also drafted. (Committee/Scrutiny)	Yes/No

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