

South Hams Salcombe Harbour Board



Title:	Agenda										
Date:	Monday, 6th November, 2017										
Time:	2.00 pm										
Venue:	Assembly Hall, Cliff House										
Full Members:	<p style="text-align: center;">Chairman Cllr Brazil</p> <p style="text-align: center;">Vice Chairman Mr H Marriage</p> <p><i>Members:</i></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Ms A Jones</td> <td>Cllr Pearce</td> </tr> <tr> <td>Mr M Long</td> <td>Cllr Wingate</td> </tr> <tr> <td>Mr M Mackley</td> <td>Cllr Wright</td> </tr> <tr> <td>Mr A Thomson</td> <td>Cllr Gilbert</td> </tr> <tr> <td>Mr M Taylor</td> <td></td> </tr> </table>	Ms A Jones	Cllr Pearce	Mr M Long	Cllr Wingate	Mr M Mackley	Cllr Wright	Mr A Thomson	Cllr Gilbert	Mr M Taylor	
Ms A Jones	Cllr Pearce										
Mr M Long	Cllr Wingate										
Mr M Mackley	Cllr Wright										
Mr A Thomson	Cllr Gilbert										
Mr M Taylor											
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 - 8**
to approve as a correct record and authorise the Chairman to sign the minutes of the meeting of the Board held on 25 September 2017
- 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. 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
- 6. Public Question Time**
a period of up to 15 minutes is available to deal with questions from the public
- 7. Feedback from Harbour Community Forums**
to receive verbal reports from Board Members who attend the Harbour Community Forums on behalf of the Board
- 8. Presentation on Plans for a New Harbour Office and Showers**
- 9. Budget Monitoring Report** **9 - 18**
- 10. Quarter 2 Performance Indicators** **19 - 24**
- 11. Safety and Environmental Update** **25 - 28**
- 12. Harbour Master's Report** **29 - 34**
- 13. Exclusion of Public and Press**

to consider the following resolution to exclude the public and press:-

“That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following items of business in order to avoid the likely disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”;

14. Update from the Board Workshop held on 6 November 2017

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**MINUTES OF THE MEETING OF
THE SALCOMBE HARBOUR BOARD
HELD AT CLIFF HOUSE, SALCOMBE ON MONDAY, 25 SEPTEMBER 2017**

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

Item No	Minute Ref No below refers	Officers in attendance and participating
All agenda items		Executive Director: Service Delivery and Commercial Development; Salcombe Harbour Master; Deputy S151 Officer; and Senior Specialist - Democratic Services

SH.11/17 MINUTES

The minutes of the meeting of the Salcombe Harbour Board held on 10 July 2017 were confirmed as a correct record and signed by the Chairman.

A Co-Opted Member, who was not in attendance at the previous meeting, queried to what extent the role of the Harbour Master had been discussed at this meeting (Minute SH.8/17 extract (c) refers). In response, Board Members were content that the minute extract (as written) was a fair reflection, but did advise that an extensive debate had taken place during the Annual Harbour Inspection on the morning of 10 July 2017.

SH.12/17 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:

Cllr Wright, Ms Jones, Mr Mackley, Mr Marriage, Mr Taylor and Mr Thomson each 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.3/17 refers).

In accordance with the Public Question Time Procedure Rules, the following members of the public addressed the Board:

(a) Anna Turns

Ms Turns provided Board Members with a paper that she spoke to that outlined the issues associated with tackling the issue of ocean plastics in the Estuary.

Of particular note during her introduction, Ms Turns advised that the current practice of balloons being thrown into the Estuary during the annual Crabbers Race was totally contrary to the Eco Port status gained by the Estuary in 2014. Ms Turns also informed that balloons branded as being 'biodegradable' were not actually biodegradable and there was a need for education and promotion of good working practices to reduce the volume of plastic entering the Estuary. Furthermore, Ms Turns asked the Board to give consideration to imposing some form of penalty on individuals who were found to be throwing plastics into the Estuary.

In the ensuing discussion, reference was made to:-

- (i) the role of the Shellfishermen. Members felt that this matter should also be presented to a future meeting of the Shellfishermen Committee. In addition, a Member made the point that the Shellfishermen brought in a great deal of waste and plastic and they were generally supportive of the importance of tackling this issue;
- (ii) the imposing of a Marine Litter Byelaw. The view was expressed that use of a Byelaw would be a particularly heavy penalty;
- (iii) the Eco Port status. In recognising the importance of the status, some Members requested that a regular item be included on the agenda for Board meetings in relation to: '*Updates and Issues Relating to the Estuary being an Eco Port*'. Indeed, such was the significance of this matter, that Members commented that it should be taken seriously by both the Harbour Authority and the Town Council;
- (iv) the extent of litter and plastics amassing by the wall at the end of the Charleton Marsh. In expressing concerns, a Member asked that consideration be given to addressing the amount of litter and plastics at the end of the Charleton Marsh;
- (v) the lack of an obvious biodegradable alternative for the balloons used during the Crabbers Race. The Board agreed that Mr Mackley would be assigned the task of looking into potential alternative solutions.

In the meantime, the Board agreed that it would be disappointed to see balloons being used in future races. Moreover, the Harbour Master was directed to co-ordinate an open letter from the District Council; the Town Council; the Board; the Shellfishermen; and other key Stakeholders stating our combined opposition to the use of single use plastics and balloons in particular.

(b) Dick Martin

Mr Martin introduced himself to Members and, aware that the Egremont had been discussed at recent Board meetings, was in attendance to respond to any questions.

By way of an update, Mr Martin expressed his confidence that the Egremont would return to Salcombe in the future and would be fitted to a very high standard that would be a real asset to the Estuary. However, in light of the project being so extensive, coupled with the vessel needing more repair work than had initially been envisaged, the exact timing of its return was proving difficult to predict.

In the ensuing questioning, reference was made to:-

- assurances over the funding streams. In response to a request, Mr Martin confirmed that he was happy to provide a cast iron assurance that the funding streams were in place. Furthermore, Mr Martin advised that, as a goodwill gesture, his finance partners were happy to commit 10% towards the Mooring Fee and it was agreed that the Board would make a decision on this matter at its next meeting;
- anticipated timescales. Mr Martin estimated that the works would constitute a 9/10 month project and it was therefore unlikely that the vessel would be able to return before the May 2018 deadline. Whilst it would be ready to return before October 2018, it was acknowledged that there would be too many vessels in the Estuary to ensure that it could return safely. Nonetheless, Mr Martin assured the Board that all interested parties would be made aware of whether or not the vessel would be ready to return before the start of next summer at the very latest;
- its pontoon. Mr Martin informed that he had received verbal assurances that the pontoon was safe and that this could be supported through written guarantees. The Harbour Master advised that a surveyor was to make a report on the state of all pontoons and the importance of them being secure and safe was emphasised;
- the Kingsbridge / Salcombe Ferry. Having now completed a season of operating, Mr Martin advised that the trading position for the Ferry was far better than he had anticipated. In addition, Mr Martin stated that he was negotiating with the Ferry owner in an attempt to complete a deal with the current owner. In taking encouragement from this update, some Members wished Mr Martin well in this regard and asked that consideration be given to the window of operation being extended. Finally, Members requested that Mr Martin maintain regular lines of communication with the Board and Harbour Master;

- Jubilee Quay. Whilst it served its functional purpose, the Board requested that the Council take a far greater interest in the Quay;
- the 'Plymouth Princess' activity. Mr Martin made reference to an opportunity to bring the 'Plymouth Princess' to Salcombe, which would provide the option of ferry trips to places such as Dartmouth and Plymouth. As a principle, Members felt this opportunity to be exciting but recognised some fundamental constraints (e.g. the lack of room in the harbour to accommodate the vessel safely). As a consequence, Mr Martin was encouraged to make a formal application for discussion by the Board at a future meeting.

SH.14/17 **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 Conservation Forum (SKECF)

The Board was advised that the Forum was next meeting on 26 September 2017 and the main agenda items for this meeting were highlighted to the Board.

South Devon & Channel Shellfishermen

It was noted that a strategic Fish Quay meeting had been arranged to take place on 11 October 2017 and an agenda had been prepared. The view was expressed that the effectiveness of this meeting should be gauged with a decision then being taken regarding how frequently future meetings were held. The representative advised that a consistent theme from the Shellfishermen was that their issues and concerns did not currently feed up to the Fish Quay decision-makers.

The operational Fish Quay meetings were progressing well and the Board representative was thanked for his efforts

Kingsbridge and Salcombe Marine Business Forum

The representative informed that the Forum now comprised of over 40 marine based businesses and dialogue between these continued to improve.

In reflecting some concerns raised by Stand Up Paddleboarders and Kayakers, the representative advised that a vast number of power boats were racing up and down the harbour. To act as a deterrent, the Forum had therefore called for increased speed patrols to take place and an increase in CCTV coverage. In response, a number of Members raised concerns at this apparent trend and concluded that a 'three strikes' approach should be imposed, with a mooring taken away from any repeat offenders.

The Forum had also asked that the Board give consideration to making it compulsory for vessel users to wear kill cords and life jackets. In discussion, the importance of education was highlighted and it was agreed that this matter required further consideration and would be appropriate for consideration at a future Board Workshop. In the meantime, it was agreed that the Harbour Master should raise this matter with colleagues at the upcoming South West Regional Ports Association meeting with the feedback reported back to Members.

Finally, the representative highlighted the need for clarification over the charges for Commercial Pontoon users at Batson and it was agreed that a draft policy would be presented to a future Board meeting.

Kingsbridge Estuary Boat Club (KEBC)

The representative advised that he had no issues to report to this meeting.

East Portlemouth

The Chairman advised that this new Harbour Community Forum had yet to hold its first meeting.

SH.15/17 APPOINTMENT OF A DEPUTY HARBOUR MASTER

Prior to the report being introduced, Board Members were of the view that there were a number of related issues that would require much greater consideration outside of this Board meeting.

As a result, it was agreed that a Board Workshop would be held to informally consider staffing and remuneration issues with relevant Council officers at 11.30am on Monday, 6 November 2017. It was also agreed that the outcome(s) of this Workshop would be reported back to the Board.

It was then:

RESOLVED

That a Board Workshop be convened to enable for informal consideration of staffing and remuneration issues at 11.30am on Monday, 6 November 2017.

SH.16/17 2018/19 BUDGET

Consideration was given to a report that sought to recommend to the Council that the proposed 2018/19 Budget be approved.

In discussion, the following points were raised:-

- (a) The Board was informed that the reason for the proposed rent variances was attributed to the Harbour Office having previously been overlooked as a rentable asset. As a consequence, the Harbour Authority had effectively been undercharged by the Council;

- (b) A Member felt that it would be useful in the future to provide the Board with a summary of capital budgets (including current loans);
- (c) In respect of potential increases in employee costs (in the event of the Pay Award being higher than the projected 1%), Members were of the view that reserves should be used during the year before any impacts were then built into the Budget for following years;
- (d) In highlighting that the levels of reserves were looking relatively healthy, a Member asked that future discussions take place regarding how these should be most appropriately used.

It was then:

RECOMMENDED

That the Council be **RECOMMENDED** that the proposed 2018/19 Budget (as set out in the presented agenda report) be approved.

SH.17/17 PROPOSED CHARGES 2018/19

Members considered a report that presented the proposed charges to the Council that would take effect from 1 April 2018.

In discussion, particular reference was made to the proposed 6% increase on vessels up to 4.5 metres. As part of a lengthy debate, a Member advised that he was fundamentally opposed to this proposed increase, which would unduly penalise local residents and small boat users. The Member proceeded to make the point that the additional income raised by this increase could be offset by measures such as imposing an additional charge on high horse powered vessels or increasing the monthly charges on pontoons. Some other Members were sympathetic to this view and felt that such a suggestion was in line with the Eco Port status of the Estuary.

Whilst the principle was felt right, other Members recognised the difficulties with assessing the actual horse power of each vessel. Furthermore, a number of Members felt that such detailed discussions should have been undertaken informally before the proposed Charges had been presented to the Board for further consideration.

In conclusion, the majority of Members were unhappy that the time constraints were such that there were effectively being forced into making a recommendation at this meeting and requested that, in the future, an annual Workshop be scheduled well in advance of September to enable for informal consideration of the proposed fees and charges.

It was then:

RECOMMENDED

That the Council be **RECOMMENDED** that the proposed charges (as outlined in the presented agenda report) be implemented from 1 April 2018.

SH.18/17 **PONTOON DEVELOPMENT**

The Harbour Master presented a report that outlined the rationale, business case, procurement model and intended development timetable for the replacement of Dentrige Deep Water (DW) pontoons and extensions to both Shadycome and Batson Pontoons.

In discussion, the following points were raised:-

- (i) A Member stated that the area at Dentrige was a sailing hotspot and the importance of maintaining a small gap was felt to be critical;
- (ii) In respect of the ability to raise the moorings cap at Batson, a Member felt it would be useful for both options to be costed.

It was then:

RESOLVED

1. That a consultation exercise be undertaken on the detail of the proposed pontoon development; seek invitations to tender and planning approval / MMO licence in tandem; and
2. That it be noted that a formal business case be presented to a future Board meeting, with the intention that it be forwarded to the Council in advance of any works being undertaken.

SH.19/17 **1ST QUARTER PERFORMANCE INDICATORS**

A report was considered that summarised Salcombe Harbour's Performance Indicators (PIs) for the period 1 April to 30 June 2017.

In discussion, reference was made to:-

- (a) the two reported accidents being relatively minor in nature;
- (b) income generated from moorings. The Board requested that the PI relating to income generated from moorings be reinstated.

It was then:

RESOLVED

1. That the latest Performance Indicators be noted; and
2. That the Performance Indicator relating to 'income generated from moorings' be re-instated to future performance reports.

SH.20/17 **HARBOUR MASTER'S REPORT**

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

In discussion, reference was made to:-

- (a) staff changes. The Board noted that replacement members of staff had now been appointed to replace the two previous employees who had recently left the employ of the Harbour Authority;
- (b) Egremont. Further to Mr Martin's responses to Member questions earlier in the meeting (Minute SH.13/17(b) above refers), the Board was of the view that it needed further discussions with Mr Martin in respect of the future business model for the Egremont;
- (c) the next South West Regional Ports Association meeting. The Harbour Master extended an invite to any interested Members to attend the next Association meeting in Salcombe on 11 October 2017;
- (d) the Annual Report. The 2017 Annual Report was felt to be a positive reader friendly document that provided a useful current position statement for the Harbour;
- (e) the merits of combining the Harbour Guide and the Tourist Information Guide. Whilst noting that this would be further discussed over the winter months, a Member did wish to highlight that there were potential ramifications associated with combining the Guides;
- (f) the Shadycombe Car / Boat Park review. Interested Members were invited to attend a Workshop on the review at 9.30am on Wednesday, 11 October 2017. With regard to timescales for this review, the Harbour Master advised that these had not yet been confirmed.

It was then:

RESOLVED

That the report be noted.

(Meeting commenced at 2.00 pm and concluded at 5.35 pm)

Agenda Item 9

Report to: **Salcombe Harbour Board**
Date: **06 November 2017**
Title: **Revenue Budget Monitoring 2017/2018**
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 CoP Lead**
Adam Parnell **Harbour Master**

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Recommendations:

That the Board notes the forecast income and expenditure variations for the 2017/18 financial year and the overall projected underspend of £16,100.

1. Executive summary

1.1 This report updates Members on income and expenditure variations against the approved budget and forecasts the year end position.

1.2 Gross expenditure is set at £1.16 million in the 2017/18 balanced budget. As at 16 October 2017, a surplus of £16,100 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 A surplus of £16,100 is currently forecast for 2017/18. The main reasons for this underspend are shown in the table below:

TABLE 1: 2017/18 BUDGET FORECAST

	2017/18 Budget expenditure/ (income) £	Budget variations increase/ (decrease) £	£	
APPROVED NET BUDGET			-	
Reductions in expenditure/additional income				
Mooring hire income	(452,900)	(16,900)		A
Capital charges	25,100	(10,000)		B
Pontoon income	(164,300)	(4,500)		C
New projects	5,000	(2,000)		D
Employees	398,300	(1,000)		E
Subtotal of variations			(34,400)	
Increases in expenditure/reductions in income				
Premises related expenditure	320,400	12,900		F
Supplies and services	73,100	2,500		G
Transport related expenses	47,600	1,100		H
Other minor income variances	(425,200)	1,800		I
Subtotal of variations			18,300	
PROJECTED SURPLUS			(16,100)	

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.

- B. **Capital charges** – £12,000 was budgeted to pay for the interest on a loan for new pontoons, based on an initial start date of April 2017. As this is not required until at least February, a £10,000 underspend is anticipated.
- C. **Pontoon income** – This income has been generated by renting out temporarily vacant berths during the high season and a marked increase in the number of Whitestrand summer permits sold.
- D. **New projects** – Only £3,000 of the £5,000 funding for environmental projects has been committed, resulting in a minor underspend.
- E. **Employees** - Training costs are anticipated to be lower than expected.
- F. **Premises related expenditure** – Duchy rent is calculated on the number of visitors and is therefore higher than originally budgeted. In addition our cleaning costs have risen because the Council no longer cleans the showers and this is borne by the Harbour.
- G. **Supplies and services** – As previously forecast, credit card handling fees are higher than budgeted. BACS payments and internet banking is now available and may decrease these charges marginally.
- H. **Transport related expenses** – The mobile crane 'Wylie' safety unit had to be replaced and this has raised crane maintenance costs above the budgeted amount.
- I. **Other minor income variances** – This is mainly due to fewer boats being licenced than expected.

4. Issues for consideration

- 4.1 The projected surplus of £16,100 is less than 1.4% of the gross budget for 2017/18.

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 2018 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 £16,100.
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 2017/18

Appendix B – Harbour Balances Forecast 2017/18

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 2017/2018**APPENDIX A***As at 16th October 2017*

Actual 2015/2016	Actual 2016/2017		Budget 2017/2018 (At outturn prices)	Forecast 2017/2018	Variance Forecast to Budget
£	£		£	£	£
		Employees:-			
394,315	385,762	Harbour	398,300	397,300	(1,000)
		Premises-Related Expenditure:-			
26,864	23,714	General Repairs and Maintenance	20,500	23,600	3,100
44,456	52,030	Security Patrol	65,000	65,000	0
6,397	10,720	Landings and Pontoons	6,500	6,500	0
0	655	Marks and Beacons	1,500	1,500	0
59,207	67,577	Moorings	60,000	62,500	2,500
910	261	Insurances	1,000	1,000	0
22,220	23,485	Utility Charges	24,100	23,000	(1,100)
127,459	132,164	Rents	134,300	138,200	3,900
8,489	9,534	Refuse Collection /Office Cleaning	7,500	12,000	4,500
296,002	320,140		320,400	333,300	12,900
		Supplies and Services:-			
23,560	16,251	Equipment	17,100	14,100	(3,000)
8,417	9,386	Printing, Stationery and Advertising	8,800	10,800	2,000
7,718	5,940	Communications (Radios, Telephones, Postage etc.)	8,300	7,300	(1,000)
3,722	4,588	Protective Clothing	4,000	4,000	0
9,902	17,120	Credit Card Handling Charges	10,500	17,000	6,500
25,934	24,287	Miscellaneous	24,400	22,400	(2,000)
79,253	77,572		73,100	75,600	2,500
55,903	43,908	Transport-Related Expenses (Launches etc.)	47,600	48,700	1,100
51,900	43,500	Central Support Services	43,800	43,800	0
30,000	34,000	Contribution to Renewals Reserve	34,000	34,000	0
61,500	61,500	Contribution to Pontoon Reserve	61,500	61,500	0
25,000	46,300	Contribution to Marine Infrastructure Reserve	58,000	58,000	0
0	0	New Projects Funded From Revenue	5,000	3,000	(2,000)
144,558	37,985	Items being met from Reserves	89,000	97,000	8,000
24,800	24,800	Capital Charges (Net)	25,100	15,100	(10,000)
1,163,231	1,075,467	TOTAL EXPENDITURE	1,155,800	1,167,300	11,500
(267,328)	(278,492)	Harbour Dues	(280,700)	(278,600)	2,100
(457,998)	(482,143)	Mooring Hire	(452,900)	(469,800)	(16,900)
(163,633)	(166,579)	Small Boat Pontoon Systems	(164,300)	(168,800)	(4,500)
(34,693)	(36,404)	Water Taxi Service	(36,000)	(37,100)	(1,100)
(23,279)	(23,073)	Mooring Licences	(23,700)	(23,700)	0
(44,142)	(42,239)	Security Patrol Fees	(69,200)	(69,600)	(400)
(45,200)	(54,273)	Miscellaneous	(39,300)	(38,100)	1,200
(144,558)	(37,985)	Contribution from Reserves	(89,000)	(97,000)	(8,000)
(1,200)	(900)	Interest	(700)	(700)	0
(1,182,031)	(1,122,088)	TOTAL INCOME	(1,155,800)	(1,183,400)	(27,600)
(18,800)	(46,621)	(SURPLUS) / SHORTFALL ON TRADING ACTIVITIES	0	(16,100)	(16,100)

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HARBOUR BALANCES FORECAST 2017/18

APPENDIX B

As at 16th October 2017

Pontoons Reserve

	£
Balance as at 1st April 2017	129,766
ADD	
Contribution 2017/2018	61,500
Interest 0.4%	<u>500</u>
	191,766
<i>Less anticipated expenditure</i>	
Cathodic protection of piles	(20,000)
Final loan repayment - residents pontoon	(30,000)

Projected Balance as at 31st March 2018 **141,766**

N.B. £114,000 is committed to repay the Batson Pontoons loan in 2019/20.

General (Revenue Account) Reserve

	£
Balance as at 1st April 2017	156,410
ADD	
Estimated surplus as at 16/10/17	16,100
	<u>172,510</u>
<i>Less anticipated expenditure</i>	
Interim loan repayment - residents pontoon	(24,000)
Torqueedo electric outboards	(8,000)
Replacement pontoon - South Pool	(16,000)
Pontoon bridge gate	(8,000)

Projected Balance as at 31st March 2018 **116,510**

Renewals Reserve

	£
Balance as at 1st April 2017	84,698
ADD	
Contribution 2017/2018	34,000
Interest 0.4%	<u>300</u>
	118,998
<i>Less anticipated expenditure</i>	
Volvo D2-55 engine	(7,000)

Projected Balance as at 31st March 2018 **111,998**

Estimated Total Reserves Balances as at 31 March 2018

£370,274

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Report to: **Salcombe Harbour Board**
Date: **06 November 2017**
Title: **Quarter 2 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 Jul – 30 Sept 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.

3.1 There were no defects which curtailed operations and all routine duties and responsibilities were carried out as planned.

3.2 31 vessels were stopped for speeding. More were witnessed or reported. This is an increase over last year.

3.3 6 reports of fuel theft, 2 canoes reported stolen from Newbridge and 1 report of shellfish removed from storebox at Ditch-end.

3.4 16 people went overboard when their overloaded vessel capsized in South Pool Creek.

3.5 Two Salcombe Flyers sank, one inside and one outside the harbour.

3.6 The fuel and canoe thefts were reported to the Harbour Office but were not reported by the owners to the Police, although they have been made aware. Unfortunately there is an upward trend in the number of speeding vessels. This is not solely the result of greater reporting from dedicated speeding patrols: the Office has received greater numbers of reports from the public, too.

3.7 Two members of permanent staff have left in the 2nd quarter.

4. Options available and consideration of risk. Monitor and report; periodically review PIs for their utility.

5. Proposed Way Forward. Increase the number of speeding patrols during the busy periods; consider withdrawing mooring facilities from repeat offenders.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	N	The Salcombe Harbour Order 1954
Financial	N	If additional seasonal staff are employed to provide a speeding patrol service this will have a financial implication on the revenue budget
Risk	Y	By monitoring appropriate Performance Indicators the Board is able to identify and address emergent business risks
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None
Safeguarding	N	None
Community Safety, Crime and Disorder	N	This report details the thefts and speeding incidents recorded by the Harbour Authority during the period
Health, Safety and Wellbeing	N	As a result of the 16 people who entered the water, the Authority is considering raising a Harbour Direction mandating the use of life jackets while under way.

Other implications	N	None
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Supporting Information

Appendix: 2nd ¼ PI results.

Background Papers: None

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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	2017/18	0	0		
				Previous yr	0	0	0	0
2. Resource Availability	Operation	Major resource failures	0 days	2017/18	0	0		
				Previous yr	0	0	0	0
3. Water quality	Operation	Sampling below "excellent"	0	2017/18	0	0		
				Previous yr	0	0	-	-
4. Customer satisfaction	Business	No. of Complaints	0	2017/18	0	1		
				Previous yr	0	0	0	0
		No. of Compliments	No target set	2017/18	4	5		
				Previous yr	3	4	1	3
5. Visiting boat income	Business	Quarterly income	0 days	2017/18	£57,803	£95,211	£	£
				Previous yr	£56,647	£106,943	£16,904	£24,698
6. Waiting lists	Business	Deep water	No of applicants	2017/18	198	204		
				Previous yr	189	200	194	196
		Foreshore	No of applicants	2017/18	112	121		
				Previous yr	110	124	114	112
		Batson, VQ & K'bridge pontoon	No of applicants	2017/18	307	316		
				Previous yr	296	314	304	305
7. Accidents	Operation	Total number	0	2017/18	2			
				Previous yr	1	2	0	0
		Major accidents	0	2017/18	0	0		
				Previous yr	1	0	0	0
8. Major Incidents (speeding, crime, collisions, moorings)	Operation	Number	0	2017/18	3 Sp, 2 theft, 1 fire, 1 MOB	31 sp, 9 theft, 1 fire, 16 MOB, 2 sunk		
				Previous yr	4 Sp, 8 Theft	2 Fire, 2 MoB, 21 Theft, 32 Sp	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	1 minor (<5 L) diesel at Fish Quay
Incidents and accidents	16 MOB when overloaded boat capsized, 1 accident
Permanent staff turn-over	Two

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: **6 November 2017**

Title: **Safety and Environmental Update**

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:
(e.g. referral on of recommendation or implementation of substantive decision) **N/A**

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

Contact: **01548 843791**

Recommendations:

That the Board **RESOLVES** to pursue a Harbour Direction mandating the wearing of lifejackets in Salcombe Harbour, subject to consultation.

1. Executive summary

1.1 This report updates the Board on a number of safety and environmental initiatives.

SAFETY

2. Safety Management System (SMS).

2.1 The Designated Person is scheduled to audit the SMS in November and will make a separate report directly to the Board of his findings.

3. Marine Navigational Information System (MARNIS)

3.1 Following Board approval at a previous meeting, MARNIS has been procured and is being installed. This is a database which not only holds our Risk Assessments and Method Statements but also is a repository for incident and accident reports. As these can be geographically 'tagged' the system will also enable us to gain an understanding of the *areas* of highest risk as well as *activities* (we can only do the latter at present). As part of the installation our SMS was also externally audited and has been

updated to reflect best practice (this was reported to the Board earlier in the year).

4. Oil Spill Response Training

4.1 HM and the AHMs (Logs and Maint) and (Mooring) are booked on an MCA 4P 'On Scene Commanders' course in January '18 to ensure that they remain qualified to respond to an oil or pollution incident.

5. Proposed Harbour Direction to mandate wearing of lifejackets

5.1 Following discussion at the previous Board meeting and at the recent South West Regional Ports Association meeting there was broad consensus that mandating the wearing of lifejackets would be desirable. A possible template for such a Harbour Direction could be the 2012 Statutory Instruments enacted in Southern Ireland which state that a lifejacket is mandatory in the following circumstances:

1. By anyone on board an open craft that is under 7 meters in length;
2. By anyone on deck on a craft that is under 7 meters length;
3. By anyone under the age of 16 on board an open craft or on deck of any other type of craft;
4. By anyone being towed in another craft or on any other device (skis, donuts etc.);
5. By anyone on a personal watercraft (jet-ski).

Exceptions are when:

- Tied up alongside or made fast to an anchor, marina, pier or mooring;
- Immediately prior to, during and after swimming from a craft that is not moving through the water;
- Putting on, wearing or taking off diving equipment on a craft that is not moving through the water.

5.2 Obtaining a Harbour Direction requires consultation with the Port User Group and other statutory consultees. If approved this will be undertaken over the winter period.

ENVIRONMENT

6. Electric outboard trial

6.1 An electric outboard was trialled at the start of the season but the results were disappointing. Battery life proved insufficient, and more importantly there was a noticeable delay in going from ahead to astern which had navigational safety implications. Feedback has been presented to the manufacturer.

7. Hybrid water taxi development

7.1 The water taxis were GPS tracked at various times during the summer and this has been provided to REAP systems, a government-sponsored research group charged with developing hybrid marine vessels. The data will be analysed over the next few months and should inform potential design options.

8. Scrubbing Grid

8.1 We have worked closely over the past year with the equipment providers to circumvent the issue of the scrubbing system not working as originally designed. Although approximately 96% of the anti-fouling and other pollutants are removed, the sub 5 micron paint pigments cannot be captured and the water remains blue. Various systems have been trialled using water samples but none have worked. The options remaining are to use the system in 'open loop' (where the water is discharged having had 96% impurities removed) or to spend £46,000 to procure a different cleansing system which (it is claimed) will remove 100% of the impurities. However this is not recommended because even if the water is reused it would only save £200 per annum in water charges.

9. Antifouling trial

9.1 A 3 month Plymouth University trial has just completed and the results being analysed to determine the efficacy of non-traditional anti-fouling agents. This work should inform more effective and less polluting anti-foul systems in the future.

10. Environment workshops

10.1 There have been several workshops to investigate the dinoflagellate/red tides and water quality recently. These will be the catalyst for further research and trialling.

11. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The introduction of a Harbour Direction mandating wearing of lifejackets will increase enforcement powers
Financial	N	
Risk	Y	There is a risk that the Harbour Direction will not be popular but will be outweighed by the decreased risk of drowning
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None
Safeguarding	N	None
Community Safety, Crime and Disorder	N	
Health, Safety and Wellbeing		
Other implications	N	

Supporting Information
Appendix: None.

Background Papers: None.

Report to: **Salcombe Harbour Board**

Date: **6 November 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 This report updates the board on a number of topical issues affecting the Harbour.

2. South West Regional Ports Association (SWRPA)

2.1 Salcombe hosted the bi-monthly SWRPA meeting 11 October. Turn-out was excellent (27 vice the normal 12-15 HMs attended), which is a positive indication of our standing amongst other regional harbours

3. Staff update

3.1 A new Moorings Officer started in October but unfortunately the gapped Moorings Officer (Technical) post has been re-advertised following the previous candidate's decision to remain with his current employer. This post is being filled by a temporary staff-member during the boat-lifting and mooring-maintenance season.

4. Harbour Office Project

4.1 HM met with the Assets team and with Tourist Information Centre representatives 16 October to discuss design requirements for the new Harbour Office, TIC and showers/toilets at Whitestrand (An indicative

design is at Appendix 1). An updated design will be circulated to Board members once these changes have been incorporated.

5. Shadycombe car/boat park review

5.1 A workshop was held 20 October to furnish the design team with stakeholder requirements. The key objectives are:

- Increase car parking
- Improve pedestrian, vehicle and boat 'traffic flows' around the site
- A new Harbour workshop which overlooks the highest risk areas (slipways and fishquay)
- Possible improvements to the slipway(s) and quayside
- Small employment units
- Boat and trailer storage

5.2 As the project progresses the Board will be a key consultee and further updates will be brought to future Board meetings.

6. Pontoon project

6.1 Tender documents have been written and a Lawful Development Certificate applied for. Duchy approval for the project has also been sought.

7. Future Harbour Board meeting dates

7.1 The dates for future Board meetings are:

26th February 2018

16th April

8. 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	N	
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None
Safeguarding	N	None
Community Safety, Crime and Disorder	N	
Health, Safety and Wellbeing		
Other implications	N	

Supporting Information

Appendix:

1. Harbour Office/toilet block-indicative design

Background Papers: None.

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