

South Hams Salcombe Harbour Board



Title:	Agenda
Date:	Monday, 29th February, 2016
Time:	2.30 pm
Venue:	Cliff House, Salcombe
Full Members:	<p style="text-align: center;">Chairman Brazil</p> <p style="text-align: center;">Vice Chairman</p> <p><i>Members:</i> Pearce Wright Wingate Gilbert</p>
Substitutes:	Named substitutes are not appointed
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 2 November 2015;

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. Revenue Budget Monitoring

7 - 26

9. Quarter 3 Performance Indicators

27 - 32

10. Report on Strategy and Marketing Workshops

33 - 48

11. Replacement of Forklift

49 - 52

12. Report on matters of Topical Interest

53 - 60

**MINUTES OF THE MEETING OF
THE SALCOMBE HARBOUR BOARD
HELD AT QUAY HOUSE, KINGSBRIDGE ON MONDAY, 2 NOVEMBER 2015**

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

Item No	Minute Ref No below refers	Officers in attendance and participating
All agenda items		Salcombe Harbour Master, Assistant Salcombe Harbour Master (Logistics and Maintenance), COP Lead – Assets and Senior Specialist – Democratic Services

SH.24/15 MINUTES

The minutes of the meeting of the Salcombe Harbour Board held on 28 September 2015 were confirmed as a correct record and signed by the Chairman.

SH.25/15 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 Dr Harling, Mr Burrell, 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.05/15 refers).

SH.26/15 PUBLIC QUESTION TIME

There were no issues raised in accordance with the Public Question Time procedure rules.

SH.27/15

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 made reference to the sad recent passing of Mr Peter Goldsworthy. Following his passing, and in recognising the prominent role played by Mr Goldsworthy on the Forum, the representative felt it would be fitting for tributes to be uploaded on to the SKEA Forum website.

Salcombe Kingsbridge Estuary Conservation Forum (SKECF)

At its last meeting, the Forum considered at great length the matter of nitrate levels at Gerston. A set of annual nitrate figures were requested during the meeting to enable for some trend analysis to be undertaken. The Salcombe Harbour Master added that the sewage system for Salcombe was intended to be restructured during the winter months and Whitestrand was therefore to be closed for a time during this period.

Forum representatives also expressed their concerns at the meeting regarding speeding in the upper Estuary.

Finally, litter complaints (specifically rubber litter) were also raised by the Forum. In reply, the Harbour Master advised that this related to a trawler race and, in the future, biodegradable balloons would be used.

South Devon & Channel Shellfishermen

The representative made reference to the upcoming visit from a Chinese delegation that was due to take place on Wednesday, 4 November 2015. In discussion, the Board stated its hope that the visit would prove to be successful.

Kingsbridge and Salcombe Marine Business Forum

There was no update to give at this meeting.

Kingsbridge Estuary Boat Club (KEBC)

There was no update to give at this meeting.

SH.28/15

MARINE INFRASTRUCTURE UPDATE

The Board was presented with a report that sought to approve the continuation of an annual contribution to South Hams District Council to be held in reserve for spending on Council-owned marine infrastructure in the Salcombe Estuary.

In discussion, reference was made to:-

(a) the state of Kingsbridge Quay Wall. Some Members stated their concerns in respect of the poor state of the Quay Wall and felt that an engineering report should be undertaken to ascertain its condition. In reply, officers advised that, as part of the five year maintenance plan, the state of the wall was known and was underpinned by supporting data. Furthermore, officers confirmed that they were comfortable with the monies allocated as indicated in the exempt Appendix A for the planned maintenance works. Finally, officers also recognised the need for these works to be co-ordinated in line with the new business that was intended to start-up in the area during the summer of 2016;

(b) Kingsbridge Slipway. A lengthy debate ensued on the Slipway during which it was acknowledged that the:-

- huge drop-off at the end of the Slipway was causing problems;
- Council did not own the bottom eighth of the slipway, which was leased from the Duchy;
- surface of the Slipway could not be cleaned and there were consequent potential health and safety implications;
- Slipway was a back-up for Batson and therefore needed to be of sufficient standard;
- area should be part of the Masterplanning exercise for development site K2; and
- Slipway would not be seen as a priority for the Council.

In conclusion, it was **PROPOSED** and **SECONDED** that the Board endorse the Harbour Master to commission an engineering scoping report on Kingsbridge Slipway, with the findings included as part of a further report to be presented to a future Board meeting.

(c) Batson Slipway. A Members wished to stress to the COP Lead Assets that the Batson Slipway area was a huge pressure point;

(d) Jubilee Pier. Some Members highlighted the potential funding stream for the Pier and felt that it was incumbent upon the Board to be innovative in looking at future options in this regard.

It was then:

RESOLVED

1. That an annual contribution continue to be approved to South Hams District Council (SHDC) to be held in reserve for spending on SHDC owned marine infrastructure in the Kingsbridge and Salcombe Estuary; and
2. That it be endorsed that the Harbour Master commission an engineering scoping report on Kingsbridge Slipway, with the findings included as part of a further report to be presented to a future Board meeting.

SH.29/15 CRANE REFURBISHMENT

Consideration was given to a report that sought to approve expenditure from the Renewals Reserve to refurbish the Harbour Authority crane.

In discussion, officers clarified that the crane had a life span of at least a further five years. A number of Members proceeded to confirm their support for the officer recommendation.

It was then:

RESOLVED

That expenditure be approved from the Renewals Reserve to refurbish the Harbour Authority crane.

SH.30/15 QUARTER 2 PERFORMANCE INDICATORS

The Board considered a report that advised it of progress made in the second quarter of the financial year against its Performance Indicators (PIs).

In discussion, reference was made to:-

- (a) verbal compliments received. Whilst written compliments were formally recorded, the Harbour Master informed that verbal compliments were not currently;
- (b) the increased income generated from visiting boats. The Board welcomed the increased income and recognised that, since the number of visiting boats had decreased, customers were now staying for a longer period;
- (c) waiting lists. In reply to a question, the Harbour Master informed that the majority of those on the mooring waiting list were new applicants;
- (d) the instance of long term sickness absence. Having been informed that he had now returned to work, the Board asked that their wishes be passed on to the staff member.

It was then:

RESOLVED

That the latest Performance Indicators be noted.

SH.31/15 CUSTOMER SATISFACTION

A report was considered that provided the results of the 2015 Opinion Survey.

In discussion, reference was made to:-

- (a) the future marketing workshop. The Board felt that it would be pertinent to discuss at the upcoming marketing workshop potential methods of targeting harbour users to undertake surveys in future years. In addition, Members also considered that it would be timely at the workshop to informally discuss why the water taxi discount tickets were under-utilised;
- (b) the results of the survey. Whilst accepting that there were limitations in the findings, Members took comfort that there was nothing so significant that suggested that there were major issues with the Harbour;
- (c) anti-speeding patrol days. The Harbour Master informed that it was intended in the future to run dedicated anti-speeding patrol days in an attempt to combat speeding vessels in the harbour.

It was then:

RESOLVED

That the report and the proposed email customer satisfaction survey be noted.

SH.32/15 TOPICAL HARBOUR ISSUES

The Harbour Master provided an update on topical harbour issues which could be of interest to the Board.

In so doing, he made particular reference to:-

- (a) the recent Stand Up Paddle board race held at Kingsbridge. It was noted that this national race with over 100 competitors had received very positive feedback and had helped to raise the profile of the Kingsbridge and Salcombe area;
- (b) the recent Future Strategy workshop. Members commented that the recent workshop had been very well received and the Harbour Master was intending to write an outcome report and present it to the next Board meeting on 29 February 2016;
- (c) an update on the dredging programme. The Board noted that the Invitation To Tender had been issued and it was intended that the contract would be awarded during week commencing 23 November 2015;
- (d) an incident management exercise. Members were informed that an exercise would be undertaken on 3 December 2015 (starting at 8.30am and concluding at 1.30pm) and interested Members were more than welcome to attend this session;

- (e) an ongoing issue with the owners of the Rivermaid. In stating their disappointment that there was no proper and regular service from Kingsbridge to Salcombe, Members felt that there was a need for officers to be robust in their approach and to inform the Council's communications team in light of the potential public relations implications;
- (f) Egremont. In providing an update, the Harbour Master advised that he had written twice to the owners of Egremont and was still awaiting a response. For clarity, it was noted that the owners had paid their fees and changes up to 1 April 2016.

It was then:

RESOLVED

That the update be noted.

(Meeting commenced at 2.30 pm and concluded at 4.25 pm)

Chairman

Agenda Item 8

Report to: **Salcombe Harbour Board**
Date: **29 February 2016**
Title: **Revenue Budget Monitoring 2015/2016**
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 2015/16 financial year and the overall projected underspend of £16,200.

1. Executive summary

1.1 This report enables Members to monitor income and expenditure variations against the approved budget for 2015/16, and provides a forecast for the year end position.

1.2 Gross expenditure is set at just over £1 million in the 2015/16 balanced budget. As at 31 January 2016 a **surplus** of £16,200 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

Appendix A shows that a surplus of £16,200 is currently forecast for 2015/16. The main reasons for this underspend are shown in the table below:

TABLE 1: 2015/16 BUDGET FORECAST

	2015/16 Budget expenditure/(income) £	Budget variations increase/ (decrease) £	£	
APPROVED NET BUDGET			-	
Reductions in expenditure/additional income				
Utility charges	27,400	(3,900)		A
Supplies & Services miscellaneous	32,400	(4,100)		B
Mooring hire income	(430,800)	(27,700)		C
Pontoon income	(158,700)	(5,000)		D
Miscellaneous income	(37,500)	(9,000)		E
Miscellaneous net variances	-	(600)		
Sub total of variations			(50,300)	
Increases in expenditure/reductions in income				
Moorings	53,500	6,300		F
Rents	121,900	5,700		G
Equipment	12,100	8,800		H
Transport	49,200	8,100		I
Harbour dues	(272,100)	5,200		J
Sub total of variations			34,100	
PROJECTED SURPLUS			(16,200)	

Notes

- A. **Utility charges** – To date utility charges have been lower than budgeted, probably due to a number of factors:
 - a. Warmer than expected winter.
 - b. Improvements to workshop insulation.
 - c. To date, no costs have been incurred for water despite SHA accepting costs for the Whitestrand showers. This is under active investigation but is not expected to significantly change the overall outcome of this report.
- B. **Supplies & services** – The budget for legal services included provision for a Harbour Revision Order in the event that SHDC wanted to apply for additional revenue-raising powers. This has not been required, hence the surplus.
- C. **Mooring hire income** – Forecast number of visiting yacht nights is customarily pessimistic to take account of any poor weather or other factors which keeps visitors away. This has fortunately not proven to be the case despite lower visitor numbers since they have all on average stayed for longer.
- D. **Pontoon income** – The fingers on Batson pontoon and the additional 4 berths generated when Shadycombe pontoon was replaced have generated more pontoon income than originally budgeted.
- E. **Miscellaneous income** – Miscellaneous income is that generated by hiring out surplus capacity eg hiring out the barge or plant. This year we have successfully generated better than forecast returns.
- F. **Moorings** – The use of contracted divers has been more expensive than budgeted because of a change to HSE rules which requires a 5 man team instead of the 4-man teams previously employed.
- G. **Rents** – Fundus rent is related to moorings income and pontoon income (notes C and D). As the income has been higher than budgeted so too is the rent payable to the Duchy.
- H. **Equipment** – IT Support and maintenance has been higher than budgeted due to delivery of additional eHarbours functionality (eg boat park bookings and moorings maintenance).
- I. **Transport** – The launches have been comprehensively overhauled this winter but required more work than expected, which accounts for most of this additional expenditure. However, this will negate the need for £20k capital outlay budgeted for 17/18 since the barges still have many years of service life in them.
- J. **Harbour dues** – The forecast revenue for harbour dues has proven to be overly optimistic. Despite better than expected visitor yacht

nights (see note C) the visitor numbers for 2015 are much lower than forecast (ie we had fewer visitors than expected – hence fewer harbour dues – but on average they stayed longer hence higher mooring income).

- 4. Issues for consideration.** The long-term trend in visitor numbers continues downwards and year-on-year 'growth' is primarily driven by increases in harbour dues. To remain sustainable, resident moorings should be increased as a percentage of the total moorings in the harbour to reduce our dependency on visitor numbers which continue to decline.

5. Reserves

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 2016 are shown in Appendix B.

6. Proposed Way Forward

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 £16,200.
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 2015/16

Appendix B – Harbour Balances Forecast 2015/16

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 2015/2016
APPENDIX A

		<i>As at 31st Jan 2016</i>			
Actual	Actual	Budget	Forecast	Variance	
2013/2014	2014/2015	2015/2016	2015/2016	Forecast to	Budget
		(At outturn prices)			
£	£	£	£	£	
Employees:-					
369,737	376,869	Harbour	399,400	396,800	(2,600)
Premises-Related Expenditure:-					
27,574	29,323	General Repairs and Maintenance	18,000	20,700	2,700
38,288	39,063	Security Patrol	40,000	42,300	2,300
15,688	8,369	Piers, Landings and Pontoons	10,500	8,000	(2,500)
1,077	40	Marks and Beacons	1,500	1,500	0
36,848	55,479	Moorings	53,500	59,800	6,300
1,786	620	Insurances	1,900	1,900	0
20,641	22,805	Utility Charges	27,400	23,500	(3,900)
115,405	122,526	Rents	121,900	127,600	5,700
7,176	6,429	Refuse Collection /Office Cleaning	8,000	6,800	(1,200)
264,483	284,654		282,700	292,100	9,400
Supplies and Services:-					
6,463	11,642	Equipment	12,100	20,900	8,800
9,018	9,235	Printing, Stationery and Advertising	11,000	9,700	(1,300)
8,021	8,933	Communications (Radios, Telephones, Postage etc.)	9,900	8,800	(1,100)
3,242	3,552	Protective Clothing	4,000	3,700	(300)
6,190	6,600	Credit Card Handling Charges	6,500	8,500	2,000
20,148	25,655	Miscellaneous	32,400	28,300	(4,100)
53,082	65,617		75,900	79,900	4,000
43,943	41,026	Transport-Related Expenses (Launches etc.)	49,200	57,300	8,100
51,300	51,600	Central Support Services	51,900	51,900	0
26,000	26,000	Contribution to Renewals Reserve	30,000	30,000	0
50,000	50,000	Contribution to Pontoon Reserve	61,500	61,500	0
-	15,000	Contribution to Marine Infrastructure Reserve	25,000	25,000	0
10,101	5,045	New Projects Funded From Revenue	5,000	5,000	0
-	41,909	Items being met from Reserves	-	109,900	109,900
29,997	29,997	Capital Charges (Net)	24,800	24,800	0
898,643	987,717	TOTAL EXPENDITURE	1,005,400	1,134,200	128,800
(271,358)	(274,626)	Harbour Dues	(272,100)	(266,900)	5,200
(433,465)	(433,693)	Mooring Hire	(430,800)	(458,500)	(27,700)
(132,985)	(160,018)	Small Boat Pontoon Systems	(158,700)	(163,700)	(5,000)
(37,525)	(35,841)	Water Taxi Service	(36,000)	(36,000)	0
(22,936)	(23,008)	Mooring Licences	(23,500)	(23,300)	200
(42,848)	(44,035)	Security Patrol Fees	(44,800)	(44,200)	600
(49,736)	(50,095)	Miscellaneous	(37,500)	(46,500)	(9,000)
-	(41,909)	Contribution from Reserves	-	(109,900)	(109,900)
(1,700)	(1,200)	Interest	(2,000)	(1,400)	600
(992,553)	(1,064,425)	TOTAL INCOME	(1,005,400)	(1,150,400)	(145,000)
(93,910)	(76,708)	(SURPLUS) / SHORTFALL ON TRADING ACTIVITIES	0	(16,200)	(16,200)

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Committee: Salcombe Harbour

Service : Salcombe Harbour

**2015/16 Forecast
As at 31.01.16
WORKING PAPER**

SUBJECTIVE HEADING COST CENTRE : 3410	ACTUALS			To 31/01/16 £	Budget 15/16 £	FORECAST 15/16 £	Variance 15/16 £	Notes/ Commitments
	12/13 £	13/14 £	14/15 £					
EMPLOYEES - OPERATIONAL	343,806	369,737	376,869	379,277	399,400	396,800	(2,600)	
Wages: Summer Seasonal staff	36,750	35,602	37,159	35,997	35,700	36,000	300	
Employers NI & Super	59,988	67,437	67,422	58,976	74,100	70,800	(3,300)	
Salaries (inc. Shift Pay)	288,471	308,407	309,155	276,725	323,500	330,600	7,100	
Overtime	4,498	3,846	4,905	2,875	5,100	4,000	(1,100)	
Recharge to Headquarters	(52,500)	(53,000)	(53,000)	0	(53,500)	(53,500)	0	
Staff Training	926	649	5,235	1,898	8,000	3,000	(5,000)	
Medical Fees / Other	240	249	487	335	600	600	0	
Recruitment	1,101	1,769	713	0	1,100	500	(600)	
Employers Liability Insurance	4,332	4,608	4,793	2,473	4,800	4,800	0	

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<u>Committee: Salcombe Harbour</u>					2015/16 Forecast			
<u>Service : Salcombe Harbour</u>					As at 31.01.16 WORKING PAPER			
SUBJECTIVE HEADING COST CENTRES : 3410,3415,3420,3425	ACTUALS			To 31/01/16 £	Budget 15/16 £	FORECAST 15/16 £	Variance 15/16 £	Notes/ Commitments
	12/13 £	13/14 £	14/15 £					
PREMISES (ASSET) RELATED	249,651	264,483	284,654	130,213	282,700	292,100	9,400	
EXPENSES								
General R&M	6,942	17,112	19,159	2,613	10,000	10,000	0	
Tools and Materials	5,973	9,167	9,092	7,713	6,000	8,100	2,100	£342 committed
Health & Safety (life jackets & first aid)	1,358	1,080	1,072	2,099	1,400	2,100	700	
VHF Radios	592	215	0	496	600	500	(100)	
GENERAL R&M	14,865	27,574	29,323	12,921	18,000	20,700	2,700	
SECURITY PATROL	38,347	38,288	39,063	36,180	40,000	42,300	2,300	
LANDINGS & PONTOONS	11,661	15,688	8,369	4,312	10,500	8,000	(2,500)	
MARKS, BEACONS & AIDS TO NAVIGATION	15	1,077	40	0	1,500	1,500	0	
Moorings R & M	1,813	4,905	9,837	2,183	6,500	6,500	0	£524 committed
Diving Maintenance Support	18,250	18,250	26,728	31,250	20,000	31,300	11,300	
Chain & Shackles	15,212	10,145	18,776	21,992	24,000	22,000	(2,000)	
Replacement Mooring Buoys	7,622	3,548	138	0	3,000	0	(3,000)	
MOORINGS	42,897	36,848	55,479	55,425	53,500	59,800	6,300	
Premises-Related Insurance	1,769	1,786	620	793	1,900	1,900	0	
INSURANCE	1,769	1,786	620	793	1,900	1,900	0	
Electricity	2,392	2,256	2,661	2,969	2,500	3,500	1,000	
Whitestrاند Showers		265	466	0	2,500	500	(2,000)	
Gas	2,694	2,743	2,693	1,124	3,100	2,000	(1,100)	£442 committed
Water	56	18	0	0	2,500	200	(2,300)	
Whitestrاند Showers		1,700	3,007	0	2,500	3,000	500	
Rates	13,282	13,659	13,978	14,297	14,300	14,300	0	
UTILITY CHARGES	18,424	20,641	22,805	18,389	27,400	23,500	(3,900)	
Rent for Workshop	12,621	12,621	14,600	0	14,600	14,600	0	
Rent To Duchy	102,083	102,784	107,926	(3,926)	107,300	113,000	5,700	£111,226 committed
RENT	114,704	115,405	122,526	(3,926)	121,900	127,600	5,700	
Trade Waste Collection charges	3,547	4,040	3,302	3,613	4,000	3,700	(300)	
Office Cleaning	3,422	3,136	3,127	2,506	4,000	3,100	(900)	
REFUSE COLLECTION/OFFICE CLEANING	6,969	7,176	6,429	6,119	8,000	6,800	(1,200)	

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Committee: Salcombe Harbour

2015/16 Forecast

Service : Salcombe Harbour

As at 31.01.16 WORKING PAPER

SUBJECTIVE HEADING COST CENTRES : 3410, 3435, 3445	ACTUALS			To 31/01/16 £	Budget 15/16 £	FORECAST 15/16 £	Variance 15/16 £	Notes/ Commitments
	12/13 £	13/14 £	14/15 £					
SUPPLIES AND SERVICES:	69,517	53,082	65,618	53,654	75,900	79,900	4,000	
Furniture and Fittings	60	995	750	4,798	1,000	4,800	3,800	
Equipment - New and R&M	4,970	1,331	1,744	1,163	3,500	2,000	(1,500)	
Hire of equipment	251	251	251	189	600	600	0	
Hardware, Software, IT Support & maintenance	10,250	3,886	8,897	11,188	7,000	13,500	6,500	£2,356 committed
EQUIPMENT	15,531	6,463	11,642	17,338	12,100	20,900	8,800	
Printing & Stationery	5,858	3,830	4,526	3,499	6,000	5,000	(1,000)	
Harbour Guide	2,940	4,578	4,540	4,486	4,500	4,500	0	
Advertising	1,156	610	169	30	500	200	(300)	
PRINTING STATIONERY & ADVERTISING	9,954	9,018	9,235	8,015	11,000	9,700	(1,300)	
Postage	3,966	3,513	4,316	1,884	4,500	4,000	(500)	
Telephones	5,530	4,283	4,392	2,774	5,000	4,500	(500)	
Licence Fees	310	225	225	225	400	300	(100)	
TELEPHONES & COMMUNICATIONS	9,806	8,021	8,933	4,883	9,900	8,800	(1,100)	
CLOTHING	4,981	3,242	3,552	3,510	4,000	3,700	(300)	
CASH COLLECTION EXPENSES	5,852	6,190	6,600	8,238	6,500	8,500	2,000	
Fees and Subscriptions	4,982	4,121	3,757	3,568	3,800	4,300	500	£698 committed
Conference Expenses/Subsistence	1,444	1,165	2,269	1,738	1,500	2,000	500	
Consultancy Fees	826	826	5,345	2,150	4,400	4,400	0	
General Office Expenditure	1,270	389	576	501	0	600	600	
Legal Fees	4,011	210	105	2,783	8,000	3,000	(5,000)	
Other Professional Fees	-415	1,235	1,110	933	2,000	1,300	(700)	
AONB Estuary Conservation Programme	10,200	10,200	10,300	0	10,400	10,400	0	
Chairman - Salcombe Harbour	1,075	2,172	2,193	0	2,300	2,300	0	
MISCELLANEOUS	23,393	20,148	25,655	11,672	32,400	28,300	(4,100)	

SUPPLIES&SERVICES

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Committee: <u>Salcombe Harbour</u>					2015/16 Forecast				
Service : <u>Salcombe Harbour</u>					As at 31.01.16 WORKING PAPER				
SUBJECTIVE HEADING	ACTUALS			To 31/01/16	Budget 15/16	FORECAST 15/16	Variance 15/16	Notes/ Commitments	
	12/13 £	13/14 £	14/15 £		£	£	£		
COST CENTRE : 3410									
TRANSPORT RELATED EXPENSES	35,507	43,943	41,026	49,567	49,200	57,300	8,100		
Fixed car payments	2,163	603	609	503	600	600	0		
Variable car allowances	728	1,962	1,025	485	1,200	1,000	(200)		
Repairs & Maintenance:									
Harbour Van (excluding fuel)	1,490	3,549	766	2,780	2,000	3,000	1,000		
Launches R & M	11,746	5,787	6,637	13,375	9,000	15,400	6,400	£2,007 committed	
Crane	357	1,641	1,300	2,668	3,500	2,700	(800)		
Fork Lift Truck	587	767	491	454	1,000	1,000	0		
Mooring Barge	1,336	2,129	1,575	1,852	2,000	2,000	0		
Transport Insurance	2,384	11,978	13,380	15,113	13,500	15,200	1,700		
Fuel (including the harbour van)	14,716	15,527	15,243	12,337	16,400	16,400	0	£600 committed	
HEADQUARTERS ALLOCATION	51,000	51,600	51,600	0	51,900	51,900	0		
Personnel & Payroll	9,900	10,100	10,100		10,200	10,200	0		
Strategic Director - Operations	3,300	3,300	3,300		3,300	3,300	0		
Drawing Office	900	900	900		900	900	0		
Environmental Health	1,400	1,400	1,400		1,400	1,400	0		
Financial Services	11,500	11,700	11,700		11,800	11,800	0		
IT Section	5,500	5,700	5,700		5,800	5,800	0		
Legal	4,200	4,200	4,200		4,200	4,200	0		
Property Services	4,600	4,600	4,600		4,600	4,600	0		
Committee & Member Services	4,800	4,800	4,800		4,800	4,800	0		
Improvement & Development Team (Formerly PR)	2,700	2,700	2,700		2,700	2,700	0		
Internal Audit	2,200	2,200	2,200		2,200	2,200	0		
CAPITAL CHARGES	29,997	29,997	29,997		24,800	24,800	0		
Leasing Payments									
Debt Charges (Depreciation & interest)	46,256	45,653	72,684		24,800	24,800	0		
(Surplus)/Deficit on Capital Charges	(16,259)	(15,656)	(42,687)				0		
CONTRIBUTION TO RENEWALS RESERVE	26,000	26,000	26,000		30,000	30,000	0		
CONTRIBUTION TO PONTOON RESERVE	45,000	50,000	50,000		61,500	61,500	0		
CONT. TO MARINE INFRASTRUCTURE RESERV	0	0	15,000		25,000	25,000	0		
ITEMS TO BE MET FROM REVENUE	4,500	10,101	5,045	0	5,000	5,000	0		
Disposal of Pontoons	0	4,640	0	0	0	0	0		
Improvements to tender berthing at Whitestrand	4,500	5,461	5,045		5,000	5,000	0		
ITEMS TO BE MET FROM RESERVES	0	0	41,909	45,911	0	109,900	0		
res.	0	0	29,228	0	0	0	0		
3 Fox 440 dories - renewals reserve	0	0	12,681	0	0	0	0		
Lifting cage - renewals reserve				3,225	0	3,200	3,200	Reserve approval £3,250	
Repayment of loans - revenue reserve				34,320	0	34,300	34,300	Part of 2015/16 budget but classified as capital	
Pre-Dredge survey - renewals reserve				8,366	0	5,900	5,900	Reserve approval £5,870 - £2,497 to be recharged	
Dredging - renewals reserve				0	0	51,000	51,000	In line with Strategic Business Plan	
Refurbishment of Crane - renewals reserve				0	0	15,500	15,500	Approved at Board 2/11/15 £15,500 - committed	

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Committee: <u>Salcombe Harbour</u>				2015/16 Forecast				
Service : <u>Salcombe Harbour</u>				As at 31.01.16 WORKING PAPER				
SUBJECTIVE HEADING	ACTUALS			To 31/01/16 £	Budget 15/16 £	FORECAST 15/16 £	Variance 15/16 £	Notes
	12/13 £	13/14 £	14/15 £					
	COST CENTRES : 3410, 3425							
HARBOUR DUES								
Annual Dues	(182,256)	(183,430)	(189,714)	(192,436)	(188,800)	(192,500)	(3,700)	
Casual Yachts	(50,326)	(72,105)	(67,912)	(57,774)	(68,000)	(57,800)	10,200	
Casual Collected via Creek Boat Park	(14,210)	(15,823)	(17,000)	(16,586)	(15,300)	(16,600)	(1,300)	
MOORING HIRE								
Annual Deep Water	(169,812)	(177,647)	(181,329)	(183,026)	(184,000)	(183,000)	1,000	
Casual Deep Water	(70,093)	(59,473)	(67,889)	(70,481)	(60,000)	(70,500)	(10,500)	
Annual Foreshore	(141,659)	(145,904)	(133,537)	(136,820)	(135,900)	(136,900)	(1,000)	
Casual Foreshore	(35,611)	(34,552)	(35,129)	(45,028)	(36,000)	(45,300)	(9,300)	
Dentridge Mooring	(10,068)	(10,745)	(11,833)	(11,575)	(12,000)	(11,600)	400	
Store Boxes at Ditch End	(1,883)	(2,048)	(2,220)	(2,195)	(2,200)	(2,200)	0	
Overnight berthing fees - Town Landings	(136)	(3,096)	(1,756)	(8,985)	(700)	(9,000)	(8,300)	
PRIVATE MOORING LICENCES	(23,583)	(22,936)	(23,008)	(23,279)	(23,500)	(23,300)	200	
SECURITY CHARGE	(41,151)	(42,848)	(44,035)	(44,142)	(44,800)	(44,200)	600	
WATER TAXI SERVICE	(31,890)	(37,525)	(35,842)	(35,016)	(36,000)	(36,000)	0	
PONTOONS								
Shadycombe Creek Comm Users	(14,001)	(14,477)	(18,449)	(19,016)	(16,300)	(19,000)	(2,700)	
V Quay, Batson & Kingsbridge	(98,158)	(100,208)	(120,275)	(123,820)	(121,900)	(123,900)	(2,000)	
Whitestrand Licence Fees	(2,489)	(2,755)	(2,590)	(2,642)	(3,100)	(2,600)	500	
Whitestrand Pontoon July/August	(13,849)	(14,686)	(17,682)	(17,113)	(16,300)	(17,100)	(800)	
Pontoon for Fishermen, the Spur	(815)	(859)	(1,022)	(1,042)	(1,100)	(1,100)	0	
Miscellaneous Income								
Sale of Tide Tables	(105)	(232)	(142)	(139)	(200)	(200)	0	
Miscellaneous	(7,982)	(4,459)	(7,759)	(761)	(4,000)	(2,000)	2,000	
Fire Patrol	(85)	(38)	(25)	(25)	0	0	0	
Whitestrand Notice Board	(747)	(769)	(951)	(814)	(800)	(800)	0	
Towing Charge	(329)	(75)	(174)	(143)	0	(200)	(200)	
Crane hire incl wage costs	(7,345)	(4,537)	(5,655)	(6,717)	(4,100)	(6,800)	(2,700)	
Hire of Mooring Barge	(521)	(1,637)	(1,268)	(2,325)	(1,000)	(2,400)	(1,400)	
Hire of Fork Lift Truck	(498)	(376)	(212)	(218)	(200)	(200)	0	
Boatyard Maintenance	(208)	0	(212)	(3,997)	0	(4,000)	(4,000)	
Hire of Safety Launch	(154)	(50)	(160)	(1,614)	0	(1,600)	(1,600)	
WIFI Spark Commission	(128)	(446)	(53)	(83)	(100)	(100)	0	
Retention Fees	(2,812)	(1,072)	(825)	(449)	(800)	(400)	400	
Harbour Guide	(8,400)	(8,620)	(7,220)	(7,725)	(8,000)	(7,800)	200	
Sale of Equipment - disposals	(1,681)	(7,200)	(5,723)	(2,692)	0	(2,700)	(2,700)	
Sale of Chain/Shackles	0	(668)	0	0	0	0	0	
Passengers Landed	0	(449)	(723)	(77)	(600)	(200)	400	
Fuel Duty Repayment	(3,776)	(3,255)	(3,161)	0	(3,000)	(3,200)	(200)	
Cont. from C/Pks re Security Patrol (boat park)	(5,600)	(3,000)	(3,000)	0	(3,000)	(3,000)	0	
Cont. from H/Waste re refuse collection (Salc. Ski	(1,900)	(500)	(500)	0	(500)	(500)	0	
Other Costs Recovered	(544)	(821)	0	0	0	0	0	
Annual licence fee	(1,500)	(1,875)	(1,125)	0	(1,500)	(1,100)	400	
Under lease Kingsbridge Estuary	(247)	0	(1,074)	0	0	0	0	
Boat Licence Income	(8,550)	(8,434)	(8,882)	(7,396)	(8,500)	(8,000)	500	
Ferry Notice Boards	(1,091)	(1,113)	(1,224)	(1,261)	(1,200)	(1,300)	(100)	
Under/Over Bankings	8	(110)	(30)	(106)	0	0	0	
	(956,185)	(990,853)	(1,021,318)	(1,027,516)	(1,003,400)	(1,039,100)	(35,700)	
Contributions from Reserves								
reserve	0	0	(41,909)	0	0	(109,900)	(109,900)	
3 Fox 440 dories - renewals reserve	0	0	(12,681)	0	0		0	
Lifting cage - renewals reserve	0	0	0	0	0	(3,200)	(3,200)	Reserve approval £3,250
Repayment of loans - revenue reserve	0	0	0	0	0	(34,300)	(34,300)	Part of 2015/16 budget but classified as capital
Pre-Dredge survey - renewals reserve	0	0	0	0	0	(5,900)	(5,900)	Reserve approval £5,870 - £2,497 to be recharged
Dredging - renewals reserve	0	0	0	0	0	(51,000)	(51,000)	
Refurbishment of Crane - renewals reserve	0	0	0	0	0	(15,500)	(15,500)	Approved at Board 2/11/15 £15,500 - committed
INTEREST	(2,500)	(1,700)	(1,200)	0	(2,000)	(1,400)	600	

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HARBOUR BALANCES FORECAST 2015/16

APPENDIX B

As at 31st Jan 2016

<u>Pontoons Reserve</u>		<u>General (Revenue Account) Reserve</u>		
	£		£	Notes
Balance as at 1st April 2015	6,066	Balance as at 1st April 2015	203,362	
ADD		ADD		
Contribution 2015/2016	61,500	Estimated surplus 2015/16	16,200	
Interest	-			
	<u>67,566</u>		<u>219,562</u>	
<i>Less anticipated expenditure</i>		<i>Less anticipated expenditure</i>		
		Pay off Whitestrand and Bag piling loans	(34,320)	
		Harbour system upgrade	(5,200)	Balance of Capital scheme
		Harbour workshops - living area refit	(9,753)	Balance of Capital scheme
Projected Balance as at 31st March 2016	<u>67,566</u>	Projected Balance as at 31st March 2016	<u>170,289</u>	

<u>Renewals Reserve</u>		
	£	Notes
Balance as at 1st April 2015	129,821	
ADD		
Contribution 2015/2016	30,000	
Interest	600	
	<u>160,421</u>	
<i>Less anticipated expenditure</i>		
Mooring Barge	-	Budget of £25,000 not required in 2015/16
Steel Lifting Cage	(3,225)	Reserve approval sought
Pre-Dredge Survey	(5,870)	Reserve approval sought
Dredging	(51,000)	T059SH Estuary Dredging Contract
Refurbishment of Crane	(15,500)	Board approval 2/11/15
Projected Balance as at 31st March 2016	<u>84,826</u>	

Estimated Total Reserves Balances as at 31 March 2016 **£322,681**

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Report to: **Salcombe Harbour Board**
Date: **29 February 2016**
Title: **3rd ¼ Performance Indicators**
Portfolio Area: *Salcombe Harbour*
Wards Affected: **All**
Relevant Scrutiny Committee: O & S Cttee

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 15.

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.

- The number of visitors, visitor-nights and income for the 3rd quarter is higher than average.
- The waiting list length remains broadly static.
- There were no complaints and 3 compliments recorded.
- There were 2 occasions of theft from Whitestrand. Although captured on CCTV it has emerged that the quality of recorded images was too poor to be of actionable use and replacement options are being sought.

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

5. Proposed Way Forward. It is proposed to 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	None
Risk	N	None
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None
Safeguarding	N	None
Community Safety, Crime and Disorder	N	No adverse impacts
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

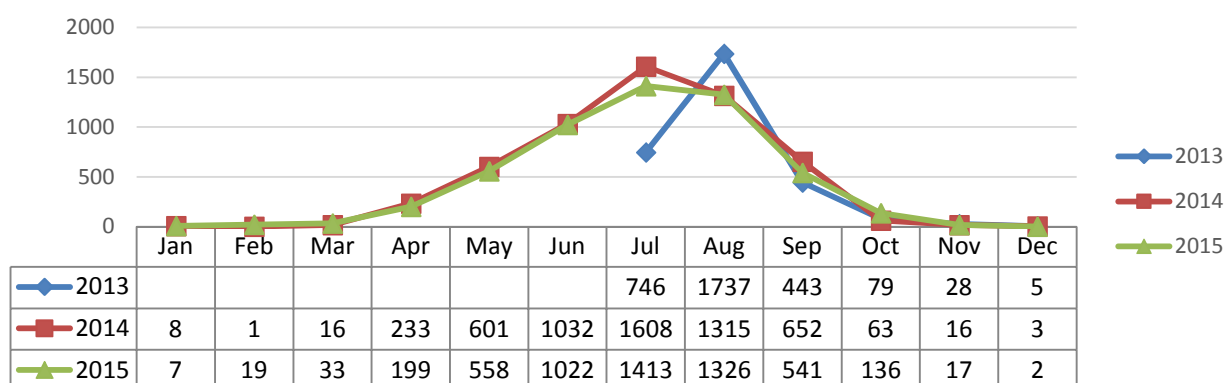
Performance Indicators

1. Performance indicators

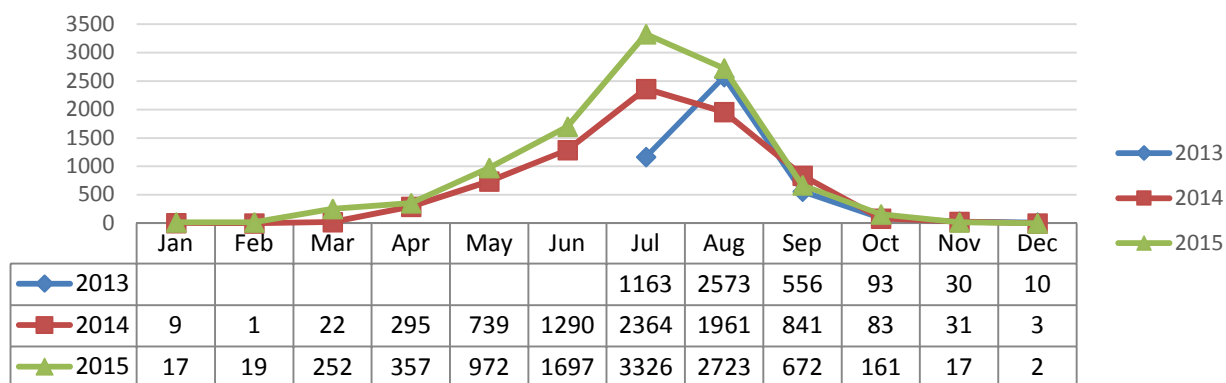
Indicator	Type	Reporting	Target	Year	Q1 (Apr-Jun)	Q2 (Jul-Sept)	Q3 (Oct-Dec)	Q4 (Jan-Mar)
1. Core duties	Operation	Major core duties not achieved	0 days	2015/16	0	0	0	
				Previous yr	0	0	0	
2. Resource Availability	Operation	Major resource failures	0 days	2015/16	0	1	0	
				Previous yr	1	1	0	
3. Water quality	Operation	Sampling below "good"	0	2015/16	0	0	0	
				Previous yr	0	1	0	
4. Customer satisfaction	Business	No. of Complaints	0	2015/16	0	0	0	
				Previous yr	0	1	1	
		No. of Compliments	No target set	2015/16	3	7	3	
				Previous yr	1	3	0	
5. Visiting boat income	Business	Quarterly income	> 3-yr average	2015/16	£51,944	£106,583	£2,582	
				3 yr avg	£47,139	£105,233	£1,465	
6. Waiting lists	Business	Deep water	No of applicants	2015/16	174	174	174	
				Previous yr	-	-		
		Foreshore	No of applicants	2015/16	135	138	138	
				Previous yr	-	-	-	
		Batson, VQ & K'bridge pontoon	No of applicants	2015/16	269	274	278	
				Previous yr	-	-	-	
7. Accidents	Operation	Total number	0	2015/16	0	0	0	
				Previous yr	0	0	2	
		Major accidents	0	2015/16	0	0	0	
				Previous yr	0	0	0	
8. Major Incidents (speeding, crime, collisions, moorings)	Operation	Number		2015/16	1	0	2	
				Previous yr	0	3	2	

2. Yacht numbers/nights/income compared to 3-year rolling average

Number of yachts per month



Number of nights per month



Analysis:

2015 3rd quarter visiting vessels (155) and nights (180) are up compared to the rolling 3-year quarterly average, primarily due to the number of visitors over the bank holiday week. As a result, quarterly income was significantly higher than last years.

Waiting list lengths remain broadly static as a high percentage of berth-holders opted to retain their moorings for the forthcoming year.

3. **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 on duty, 2 off duty
Permanent staff turn-over	Nil

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.

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Report to: **Salcombe Harbour Board**
Date: **29 February 2016**
Title: **Strategy and marketing workshops**
Portfolio Area: *Salcombe Harbour*
Wards Affected: **All**
Relevant Scrutiny Committee: O & S Cttee

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 Harbour Board:

1. ENDORSES the workshops' findings;
2. APPROVES the outline plan and DIRECTS the Harbour Master to publically consult on the plan with a view to its being formally adopted as the new Strategic Business Plan at a future Board meeting.

Executive summary

1. A strategy workshop was held 20th October with the aim of taking stock of the progress made to date against the current Strategic Business Plan (SBP) 2012-2017 and to characterise what the main themes of the 2017 – 2022 plan may include. In parallel, the workshop also identified if any changes to planned activity in the short term were required to ensure that the existing SBP's objectives would be fulfilled.

2. A marketing workshop was held on 10th November to assess the impact of our existing and forthcoming activities in support of the current and next SBPs – i.e. were we providing 'the right messages by the right means at the right times?'.

3. Both workshops delivered a number of outcomes (see Appendix 1), which included the following:

- Our eco-harbour status is our Unique Selling Point (USP) and should form an identifiable 'golden thread' in all of our strategies, actions and publications;
- We should provide additional berths to reduce the length of waiting lists and meet our commitment to facilitating access to the water;
- We should seek external academic and research investment through proactive interaction with universities, external agencies and wider interest groups;
- We should encourage SWW to continue their improvements to the sewerage system and work with other agencies, residents and visitors to further improve the environmental character of the estuary.

4. This report seeks the Board's approval to pursue the options identified in Appendix 2, the foremost of which are:

- Raise the moorings cap by up to 100 berths to offset the trend in reducing visitor numbers and address the expanding waiting lists;
- Address the expanding waiting lists by:
 - Extending Shadycombe and Batson pontoons;
 - Installing a new pontoon in Ox Bay;
 - Replace the Dentrige pontoon as it has reached the end of its serviceable life;
- Continue Blue Flag and/or Seaside Award sponsorship for South Sands, and expand to cover North Sands and Mill Bay beaches;
- Seek the incorporation of the following into the harbour estate:
 - Fish Quay;
 - Batson slip;
 - Kingsbridge slip and landing steps;
- Consult on reducing speed limits in upper estuary to improve safety for SUPs and kayaks.

5. This report outlines costed¹ plans to achieve the proposed objectives which, if approved by the Board, will form the basis for formal public consultation as part of the formulation of the SBP 2017-2022.

Background.

6. The Harbour is half-way through its existing Strategic Business Plan 2012-2017. This has four high-level objectives (operating a safe harbour, providing high levels of customer service, maintaining harbour infrastructure and long-term security of tenure) underpinned by a number of strategic actions. Excellent progress has been made and many of these are now 'business as usual'. Only a few are outstanding (replacing Dentrige commercial pontoons, improving access to facilities and

¹ Estimated costs only (+/- 10%) which will be refined in future Business Cases.

services) and so it was considered timely to conduct a mid-term review. Other drivers included:

- Being a strategic asset for South Hams District Council;
- Being a provider of services to harbour users;
- Being a facilitator for harbour users (e.g. enabling good/excellent access to berths and moorings);
- Progressing the eco-harbour vision; and
- Addressing emerging challenges and exploiting new opportunities.

7. Ensuring high engagement with our stakeholders at the right time, with the right messages and in the most effective manner to encourage safety and improve the experience of the harbour was recognised as key to the success of Salcombe.

Outcomes/outputs.

8. The key outcomes of the workshops are tabulated in Appendix 1 to this report, but as a summary:

a. **Strategy workshop.** Ways to reduce the harbour's environmental footprint were investigated, including:

- Installing solar photovoltaic panels on the workshop and converting launches to battery power;
- Attracting eco-themed academic research;
- Reinforcing the existing water quality monitoring regimes within the estuary;
- Reducing 'pumping out' of vessels in the estuary;
- Considering a capital dredge of the Kingsbridge channel in 2020 to increase tidal access;
- Raising the cap on mooring numbers;
- Adopting the Fish Quay and other harbour-related infrastructure into the Harbour Authority's area of responsibility;

b. **Marketing workshop.** Four key marketing themes were identified (further detail can be found in Appendix 2):

- Encouraging a greater breadth of activities e.g. paddle-boarding, kayaking and sailing
- Increasing the number of visitors and encouraging them to spend longer in the estuary per visit;
- Improving safety awareness and promoting the adoption of safe behaviours;
- Raising environmental awareness and promoting environmentally sensitive activities.

9. **Options available and consideration of risk.** There are 3 broad options: 'do nothing'; 'do low-cost only'; and 'do everything', although obviously there is a fourth 'hybrid (or 'pick and mix) option:

a. **Do nothing.** The simplest and cheapest option would be to continue solely with the existing SBP until 2017. Due to aims and objectives being near completion, there is a risk of losing strategic momentum and becoming reactive rather than proactive. Customer satisfaction is likely to deteriorate if waiting lists are not improved and no tangible improvements evident in services or facilities.

b. **Do some.** Many of the options in Appendix 2 are low cost with some progress projected for an outlay of £81,000 (includes replacement of Dentrige pontoons) in the present and subsequent SBP. The consequences of this course of action are:

- Waiting lists not addressed;
- Many opportunities not pursued (including eco harbour agenda and engagement with academia);
- Perception of the harbour having limited ambition;
- The harbour is seen to not respond to customer needs;

c. **Do most/all.** If every item in Appendix 2 is implemented the total cost would be approximately £430,000 but it would generate c£72,000 pa for >25 years resulting in £1.875m revenue generation throughout the lifespan. Since this exceeds SHA reserves such a course of action would either have to be phased, with the revenue from initial developments funding later phases, or via a loan from SHDC. The interest payments would reduce the total amount SHA receives, however it could in itself be seen as a revenue stream to SHDC thereby meeting our responsibility as one of their 'strategic assets'. This has been closely discussed with the the SHDC Business Development Group Manager who will work closely with the Harbour Board to deliver income generation potential.

10. **Proposed timeline.** As illustrated in figure 1, if this report is accepted then it would form the basis of a public consultation which would take place between Apr-Sept so as to ensure that visitors as well as residents have the opportunity to comment. It will then be re-submitted to the Harbour Board in September for adoption before they are invited to consider the 2017-2018 budget.

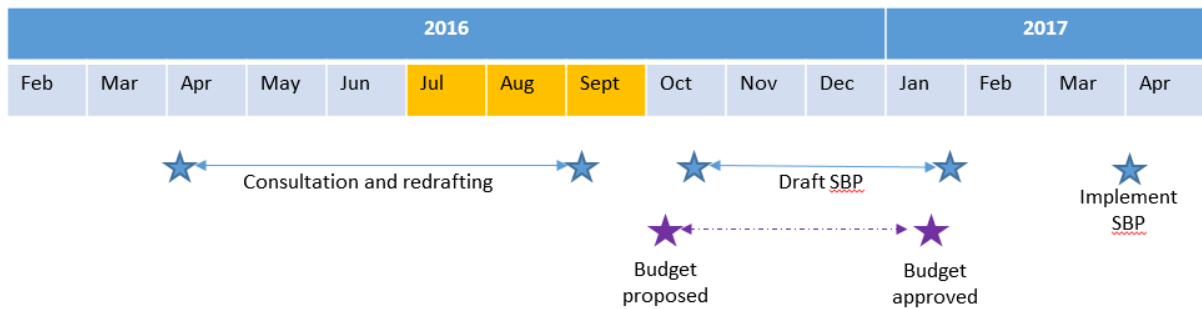


Figure 1: proposed timeline

11. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	<ul style="list-style-type: none"> - Public consultation before adoption of the main infrastructure development will be undertaken. - Planning consents will be required for infrastructure above Low Water mark - A Harbour Revision Order may be required to incorporate Fish Quay etc into the harbour
Financial	Y	Estimated costs are included in Appendix 2 but in brief are: <ul style="list-style-type: none"> - Option 1 - £0 - Option 2 - £81,000 - Option 3 - £430,000
Risk	Y	There is a risk that the plans will not be publically acceptable without modification. There is a risk that funding may not be forthcoming for Option 3.
Comprehensive Impact Assessment Implications		
Equality and Diversity	Y	E&D are proactively considered during plan development and decision making processes
Safeguarding	Y	Working with <18s may require DBS checks and further safeguarding training
Community Safety, Crime and Disorder	Y	Community engagement and safety are actively considered during planning and decision making
Health, Safety and Wellbeing	Y	Implementation of any of the options outlined in Appendix 2 will be subject to rigorous HSE Risk Assessment and mitigation via appropriate Safe Systems of Work
Other implications	Y	Environmental impacts during construction or development will be subject to full EIA. In the

		<p>long term, reducing the number of swinging moorings and replacing them with pontoons will reduce seabed 'scour' footprint.</p> <p>Renewable energy generation, coupled with conversion of the launches from diesel engines to battery power will reduce the SHA environmental footprint</p>
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Supporting Information

Appendices:

1. Workshops' outcomes.
2. Options available.

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

Appendix 1 to Strategy and Marketing Workshops Report dated 29 February 2016

Workshop outcomes

Factor	Strategic Aims	Outcomes	Options
Eco-harbour	Harbour USP	Ensure this is the 'golden thread' in all of our strategies, actions and publications	
	Reduce Harbour environmental footprint	Increased use of renewable energy A 'green' procurement strategy adopted	Install solar PV on workshop; convert launches to electric motor/battery power
	Become a top-10 influencer of sustainable harbour 'best practice'	External investment (time, money, research, influence) through interaction with wider interest groups. Make positive contributions to national agendas on eco-port topics	Engage with universities and other associated educational institutions
	Promote sustainable use	Residents and visitors are environmentally aware	Proactive marketing; seek eco-tourism awards;
	Promote AONB, SSSI & Local NR status locally and nationally	Retain and expand external recognition of beach quality. Similar for grassland/reed management	South Sands: Blue Flag North Sands /Mill Bay: Seaside Awards
	Revert quiet creeks 'to nature'	Mooring density concentrated and 'low density' moorings removed where possible	Lift approx. 25 swinging moorings and install deep-water pontoons
	Improve water quality (currently assessed by EA as 'moderate' – aim for 'good')	Impact of visiting vessels reduced Toilet facilities ashore are improved SWW supported to continue their improvements to sewerage system	Discourage 'pumping out'/ encourage vessels to fit holding tanks (offer financial incentives e.g. free water taxi tickets) Enhanced monitoring regimes

Welcoming	Help customers get onto the water	Waiting lists reduced to manageable length	Raising cap on mooring numbers by 100
	Protect and increase quality of services offered	<p>Navigational access to Kingsbridge improved</p> <p>Existing services (esp. fuel barge and free public WC) protected</p> <p>Assist where possible the development of new facilities eg shops, showers, toilets</p>	<p>Capital dredge channel to Kingsbridge to allow navigation +/- 3 hrs HW</p> <p>Be prepared to take on Fuel barge</p> <p>Ensure public WC remains open and free</p> <p>Be prepared to endorse visitor-focused service start-ups;</p> <p>Work with SHDC to examine ways in which additional showers etc can be installed</p>
	Improve customer loyalty	Increased number of new and returning customers	<p>Improve website functionality and content</p> <p>Encourage more events</p> <p>e-merchandising through website</p> <p>Newsletters</p> <p>Increase range of customer 'self-service' facilities online to include a minimum of payment/booking/</p>
		Salcombe seen as a destination not just a passage port	<p>Advertise events, things to do in and around the estuary on our website etc</p> <p>Encourage external parties to host events in/on the estuary</p>

Safe	Improve infrastructure quality	Improve launching points	Take on/contribute towards refurbishment of Batson, Bowcombe and KB slipways Increase Marine Infrastructure Reserve
	Improve navigational safety	Maintain harbour access Review speed limits Incidences of speeding in the harbour reduced	Regular Dredging Install survey capability on SHA vessel Reduce speed limit in upper harbour because of SUPs Increase number of speeding patrols
	Reduce marine crime	Boat owners actively look out for one another	Encourage, host and publicise 'crime prevention' events
	Adopt and lead on safety best practice	Be seen as a leader of safety 'best practice'	Comparison to other harbours, adopt other good examples and share best practice
Friendly	Improve customer and community engagement	Customer feedback remains overwhelmingly positive Develop an educational agenda	Respond to customer feedback where practicable Engage with local schools, colleges, universities and independent groups (also an opportunity to push safety messages)
	Act as the SHDC 'management hub' within Salcombe Promote tourism as an economic driver	Review management of Fish Quay and landings (eg Jubilee Pier, KB steps) Engage with TIC and TC	Incorporate FQ and landings into Harbour's area of responsibility Engage with local/underrepresented sports/clubs/societies to promote the use of the harbour for activities and events
Strategic asset for SHDC			

Appendix 2 to Strategy and Marketing Workshops Report dated 29 February 2016

Options available

1. The table below expands upon the options developed in Appendix 1 and incorporates additional details including estimated costs and a potential timescale. The options have were possible been 'themed' eg safety, education, IT, infrastructure etc.

Option	Detail	Estimated costs	Timeline
Eco-harbour			
Install solar PV on workshop	Install 12kw solar PV system on workshop roof (est to generate 11,800kwh pa and offset 4.7t pa CO ₂) ²	£12-16K – paid by SHDC	Overwinter 15/16
Convert (all/some/few) launches to electric motor/battery power	Replace diesel engines with electric motors; reducing diesel use by c450 l (or 1.2t CO ₂) ³ per month per launch in peak season	£6K conversion per launch (up to 3 launches over time) – paid by SHA Pay-back period c 1 year (assuming solar power used)	Overwinter 15/16
Become a leader of safety and environmental 'best practice'	Promote our progress at conferences and contribute to regional and national environmental and safety forums	< £500 pa (conference and travel fees)	ongoing
Attract research investment from Plymouth and Exeter universities	Develop partnership with universities, including sponsorship of undergrad/ postgradu research and projects	£15K pa – paid by SHA	From Sept 16

² Using figures from the Energy Saving Trust solar panel calculator

³ Using University of Exeter figures of 2.68kg CO₂ generated per litre diesel; assuming 450 litres of diesel consumed per launch per month during peak season

Water quality			
Sponsor South Sands Blue Flag.	Continue to administer and part-fund the application for Blue Flag status	£698 pa – paid by SHA and local businesses	Annually in Nov/Dec
Consider Seaside Award for North Sands/Mill Bay	Increasing the number of awards in order to send a powerful message about the cleanliness of the estuary and promote visitor numbers	c£500 per beach	Apply in Nov 16 for 2017 season
Discourage 'pumping out' of vessels in the estuary	Incentivise (eg provision of free water taxi tickets) use of holding tanks. If widely advertised this should contribute to long-term behavioural change (fitting of tanks), reduced pollution rates and improved water quality throughout the waterways	<£1K pa loss of revenue	From Apr 16
Enhance existing water quality monitoring regimes	EA presently monitors bacterial water quality at North and South Sands and Mill Bay between May-Sept. Consider contracting EA to extend monitoring season Seek AONB and EA advice regarding monitoring other types of water parameters in addition to the above. If required, consider buying extra equipment/services with an external partner (e.g. university)	tbc Up to £15K	Investigate from Jan 16 with aspiration to commence augmented monitoring regime from May 16 Develop plan in 2016; implementation not before Apr 2017

Navigation			
Install survey capability on SHA vessel	Install COTS 'fish finder' sonar with software on SHA launch to conduct periodic surveys within the harbour. Although data might not be sufficiently high quality for UKHO it would act as a 'trigger' for more formal survey activity	<£500	Overwinter 15/16
Capital dredge channel to Kingsbridge to allow navigation +/- 3 hrs HW	KB is currently accessible +/- 2 hrs HW but if the main channel was capital dredged by only 40cm this could increase navigation for an extra 4 hrs/day making KB a more attractive destination	£50K in addition to dredging costs for existing areas	Include in the 2020 dredging campaign
Moorings			
Raise cap on mooring numbers by 100	See below	Each new mooring generates approx. £500 pa	Incorporate into SBP development Oct 16
Replace some swinging moorings in 'the Bag' with pontoons (smaller footprint)	See below	See below	
Harbour infrastructure			
Incorporate Fish Quay and other harbour assets into Harbour's area of responsibility	Transfer Fish Quay, Batson and Kingsbridge slipways and the landing steps at Kingsbridge to SHA. Increases revenue but also increases long-term repair liabilities	tbc	From Apr 17
Contribute towards refurbishment of slipways at Batson, Bowcombe & KB	SHA could adopt admin & maintenance liabilities of these harbour-related assets	£tbd with SHDC Engineers	Apr 16 or 17

Be prepared to take on fuel barge operation	The fuel barge is a strategic asset and the SHA should be prepared, in extremis, to take on the provision of fuel in the harbour	Cost of new fuel barge and training is £350K but would generate a small (tbd) profit	As required
Provide showers and toilets for visitors	See below	tbc	Unlikely before 2018
Safety			
Increase number of speeding patrols during the day	Employ an extra FT member of staff (discounted at present). Short-time augmentation can be achieved using existing staff capacity	£0 to £4K pa	From May 16
Reduce speed limit in upper harbour because of SUPs?	Consult on reducing speed limits in upper estuary because of increasing numbers of SUPs. Consult as part of SBP development and introduce via Harbour Direction as appropriate	£ neg	Autumn 16
Enhance website/eHarbours and increase range of customer 'self-service' facilities online	Increasing the range of 'self-serve' functions online will increase customer empowerment, satisfaction and 'ownership' and also reduce staff workload. Aspirations currently include visitor booking of: <ul style="list-style-type: none"> • foreshore moorings • boat park spaces 	<£2K for eHarbours improvements and integration with website	By May 2017
Encourage, host and publicise 'crime prevention' events	Liaise with Police, RNLI and other agencies to develop a series of marine crime/safety	<£200 per day (£10/car park space /day)	Build incrementally from May 16

	events at Whitestrand during peak season. Be prepared to contribute to costs incurred through loss of car park revenue		
Community engagement			
Engage with local schools, colleges, universities and independent groups	Identify suitable training venue (possibly at Batson Boat Park). Develop and advertise a series of educational/ safety-themed packages of different lengths. Most likely take up will be spring/ (summer terms)	<£4K for portacabin in Batson BP (possibly paid by SHDC)	New hut from Apr 16 Training packages from Sept 16
Facilitate/subsidise/sponsor marine events	As part of the wider (and more informal) remit to encourage tourism, SHA should be prepared to facilitate, subsidise or sponsor events within the estuary. Examples could include provision of free moorings to charitable sailing events or SUP competitions	£ neg	From Apr 16

Proposed increase of the moorings cap

2. The total number of moorings – established several years ago - was capped to preserve character of the estuary. However, when set against the long term decline in visitor numbers (from 6,200 to 5,600 (ie 600 pa) since 2010) and our extremely long waiting lists (597) there is scope for a moderate increase (approx. 100) Resident moorings for the following reasons:

- Reduces short-term exposure to poor visitor numbers e.g. due to bad weather
- Reduces long-term exposure to declining visitor numbers

- Addresses waiting-list length
- Meets our commitment to facilitate access to the water
- Develops positive rapport with local community
- Increases revenue to pursue additional safety and environmental aspirations (see below)

Pontoon options

3. One approach would be to extend the existing pontoons as well as to install new ones. Their greater mooring density means that, if sited intelligently, the overall moorings footprint within the estuary would be reduced (e.g. we could revert some areas of the estuary 'back to nature') and more navigable water would be made available to increase safety. Furthermore, we could accommodate increasing numbers of increasingly large boats (many moorings are at their upper limit for LOA⁴). Suggestions include:

- a. **Shadycombe Creek pontoon extension.** Extending this pontoon by a 50m 'dog leg' would provide 40 'walk ashore' drying berths, although 3 'fore and aft' moorings would have to be lost (net gain = 37 moorings). This would cost approximately £74,000 (or £49,000 if the piling plant was already mobilised [i.e. on site]). The moorings would generate approximately £15,500 pa (or £23,250 pa if commercially let); pay-back would be <5 years and the in-service life would be >25 years.
- b. **Batson Creek pontoon extension.** Extending the outer arm southwards by 46m would provide 36 new 'walk-ashore' drying berths. This would cost £63,000 (These would generate £15,300 pa (or £38,000 if the piling plant was already mobilised [ie on site])). The moorings would generate £15,200 pa (or £22,800 if commercially let); pay-back would be <5 years and the in-service life would be >25 years.
- c. **Replace Dentrige pontoons.** Replacing the 2 existing pontoons with one, longer pontoon would provide a total of 22 deep water berths (an uplift of 6 new berths) for a cost of £117,500 (or £91,500 if the piling plant was already mobilised [ie on site])). Alternatively if only the pontoons were replaced but the existing mooring chains were retained this option could cost only £50,000. The moorings would generate an additional £9,000 pa at commercial

⁴ LOA = Length overall. The trend in boat lengths is increasing and each therefore needs a larger area of room on a 'swinging' mooring to reduce the risk of inadvertent collision.

rates and the in-service life would be >25 years. Although this option has the longest pay-back (at >12 years) it is necessary to replace the aging existing infrastructure.

d. **Ox Bay.** Installing 184m of pontoons in the vicinity of the ex-houseboat moorings could provide the following new⁵ deep-water berths:

- 32 large (10m) berths; or
- 26 large (10m) berths and space for a dinghy storage/sailing school or floating ablution block; or
- On-water storage for dinghies/yawls with a reduction in large berths; or
- A combination of the above.

It would cost £162,000 (or £137,000 if the piling plant was already mobilised [ie on site]). The moorings could generate up to £32,000 pa; pay-back would be 5 years and the in-service life >25 years.

4. In total, 111⁶ berths could be installed for c£365k which could generate up to £72k pa revenue (equivalent to a 7% reduction in visitor revenue ie we would be better cushioned against any long-term decline in numbers or a poor year's trading).

5. **Shower and toilet facilities.** The quality and shortage of ablution facilities are repeatedly raised by stakeholders and Users. As part of the SHDC review into public WC assets there could be an opportunity for the SHA to partially or wholly take on one of the existing toilet blocks in Salcombe (either at Whitestrand or Batson) and, in partnership with SHDC, redevelop the site to include showers and other facilities. To date no costs or business case has been assembled, at this stage only the Board's outline approval to pursue this option is sought.

⁵ Four existing swinging moorings would have to be lifted.

⁶ There are a number of existing moorings which are not well sited which could be removed, bringing the total number of 'new' moorings below 100 as described in para 2.

Report to: **Salcombe Harbour Board**

Date: **29 February 2016**

Title: **Replacement of Fork Lift**

Portfolio Area: *Salcombe Harbour*

Wards Affected: **All**

Relevant Scrutiny Committee: O & S Cttee

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 APPROVES the release of up to £30,000 +VAT from the Renewals Reserve to fund the replacement of the fork lift.

1. Executive summary. The recent HSE-mandated independent inspection of the fork lift has identified that it has reached the end of its serviceable life and is unlikely to pass any future inspections. The fork lift is a crucial element of plant which is heavily used during normal harbour operations including boat lifting, waste management and moving heavy items such as mooring blocks.

2. Background.

a. Plant owned by the Harbour consists of a crane and forklift. The crane was recently refurbished and its planned replacement date is 2025. The long-term renewals plan had the fork lift's replacement date as 2017, however the recent inspection has indicated that the main jib bearing housing has worn to the extent that it must be replaced. Unfortunately

due to the age of the fork lift these parts are no longer made and the fork lift is considered to be beyond economic repair due to its age.

3. Options available and consideration of risk. There are 3 options available:

a. **Do nothing.** If the existing fork lift was retained then it would almost certainly be condemned at the next inspection and a replacement would have to be immediately sought at the risk that best value for money might not be obtained due to time constraints. This option is not recommended.

b. **Like-for-like replacement.** Like-for-like replacement would be the cheapest option but not the best since the existing fork lift already has insufficient lifting height to reach the workshop upper level. Its lifting capacity is another limiting factor. Although this option allows for a planned retirement of the existing plant this option is not recommended as it would become obsolete before reaching the end of its service life.

c. **Procure a replacement which is a better 'fit' for present and future harbour operations.** The Harbour Staff have extensively investigated the market for a suitable replacement which overcomes the existing limitations but is also small enough to fit in the Workshop and manoeuvrable enough to work in the small compound areas. The most suitable vehicle is a JCB teletruk (better reach, lifting capacity and height; safer vehicle as side-arm does not obscure driver's vision). Second-hand models are available but even low-age (3 year old) models normally have a high number of hours because of their utility. An ex-demonstration model is available for £30,000 + VAT (which is significantly cheaper than the list price of £41,000 + VAT). It is recommended that this option be taken forward.

4. Funding.

a. There are 2 funding options available: either the Harbour purchases it outright and recharges Commercial Services for the hours employed on non-SHA business (eg boat lifting and winter storage) or capital costs are shared with Commercial Services. The former is more likely given their existing Reserve levels.

b. The Harbour's Renewal Reserve has £21,000 allocated to fork lift truck replacement in 2017. Additionally only £22,000 of the £37,000 allocated for crane replacement in 2016 was used during the recent refurbishment: in effect the Harbour Reserves have up to £36,000 allocated to plant replacement over the next 2 years. It is proposed that up to £30,000 be used to replace the fork lift which would result in a slight (£6,000) reduction in the overall expenditure against plant vs that budgeted.

5. Proposed Way Forward. Engage with regional JCB retailer to obtain best price for ex-demo 'teletruk'. Engage with Commercial Services to see if cost-share can be agreed; if not, recharge hours employed on boat lifts etc to recoup capital costs over its service life.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	N	The Salcombe Harbour Order 1954. HSE plant regulations
Financial	Y	Up to £30,000 from the Renewals Reserve is released to fund the fork lift replacement
Risk	Y	There is a risk that the Authority's operations are adversely impacted if a replacement is not sourced
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None
Safeguarding	N	None
Community Safety, Crime and Disorder	N	None
Health, Safety and Wellbeing	N	Plant operations are safer once the replacement is sourced
Other implications	N	

Supporting Information

Appendix:

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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NOT FOR PUBLICATION

Appendix 1 of this report contains exempt information as defined in Paragraph 1 of Schedule 12A of the Local Government Act 1972 - Information relating to any individual

Report to: **Salcombe Harbour Board**
Date: **29 February 2016**
Title: **Topical harbour issues**
Portfolio Area: *Salcombe Harbour*
Wards Affected: **All**
Relevant Scrutiny Committee: **Overview and Scrutiny Panel**

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

Author: **Adam Parnell** Role: **Harbour Master**
Contact: **Tel. 01548 843791**
E-mail: salcombe.harbour@swdevon.gov.uk

Recommendations:

That the Board **Notes** the report and **Resolves** to permit Egremont to undertake repairs alongside throughout 2016 on the proviso that a funded and realistic repair plan is provided to the Harbour Authority.

1. Executive summary. This report updates the Board on contemporary issues or items of interest which don't themselves merit an independent report. In sum the winter has been busy with a number of significant activities taking place, including maintenance dredging, workshop and plant upgrades and a Port Marine Safety Code (PMSC) compliance audit.

2. Staff issues. See Appendix 1.

3. Safety. In his role as the SHA Designated Person, Captain Giles (Dart Harbour Master) conducted a compliance audit 9 February. The Board meeting will be provided with a copy of his findings once it is received.

4. Egremont. Egremont is scheduled to leave 22 March and return 26 May, having been made water-tight and repainted externally but with minimal external work. The owners' plan is then to conduct an internal refit through the remainder of 2016 before re-opening in 2017 as a sailing school. However, the Moorings Policy directs that major repairs should not be conducted on a SHA mooring or berth without permission, and furthermore the repairs do not yet appear to be funded and rely instead on a significant amount of volunteer work.

It is recommended that the Board grant this permission on the proviso that the owners first provide a costed, funded and achievable programme of repair works.

5. Loss of Blue Flag Beach status for South Sands. In 2015 Salcombe North Sands was assessed as Excellent and Salcombe South Sands as Good due to a single reading taken on 24 July (which records show as experiencing heavy precipitation). Unfortunately Blue Flags are only awarded to beaches which have Excellent water quality and subsequently we are prohibited from applying for one in 2016. So long as water quality for 2016 reverts to its historic Excellent status then a new application can be submitted in 2017. In the meantime we have applied for a Seaside Award which "ensures visitors are guaranteed to find a clean, safe, attractive and well-managed coastal stretch."

6. Eco-harbour initiatives

a. **Workshop solar panel installation.** In early January SHDC installed solar panels capable of generating up to 12kW. This is expected to generate up to 11,900 kWh of energy throughout the year and completely offsets the energy consumed by the workshop and partly off-sets that of the Harbour Office too. In tandem with the proposed change of the water taxi propulsion from diesel to electric motor driven by batteries this should go some way towards the harbour becoming a carbon-neutral harbour and save up to £500/month in diesel during the summer.

b. **SWW water quality initiatives.** Because of our Eco-Harbour Status, SWW is actively considering spending up to £20,000 on water quality improvement initiatives in the Harbour. If successful we should be informed early March. Items under consideration include paying for the 'yellow fish' drain symbols, extending the water quality sampling season beyond that stipulated in the Bathing Water Directive and raising awareness amongst the yachting community of 'pumping out' in the harbour.

c. **Plymouth University MSc project.** Plymouth University has offered an MSc student to the Harbour for up to 8 weeks in the spring to conduct an environmentally-themed project. Initial discussions indicate that their main area of interest surrounds water quality measurement and this offer is being taken forward.

7. Dredging. Van Oord have completed the dredging in Kingsbridge and Lincombe successfully but in Batson there were some difficulties in achieving a sufficiently level fundus for the pontoons to sit upon it without distorting. At time of writing this is being actively addressed by the Harbour Staff and Van Oord and it is anticipated that Batson Pontoon will be re-opened in time for the 1 April season start.

8. WiFi Spark contract. The harbour-owned public WiFi has had insufficient customers throughout the year to break even, and with the recent provision of fibre broadband to Salcombe and the commensurate increase in BT 'hot spots' (which are free to BT customers) and the competition from other venues (pubs etc) which offer free wi-fi it is timely to cancel the contract, especially as a significant capital outlay would be required to upgrade the existing equipment which has reached obsolescence.

9. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Pier and Harbour (Salcombe) Confirmation Order 1954. The paragraph 2 exemption has been assessed in relation to the disclosure of this report and it is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information due to the potential prejudice to the individuals identified.
Financial	Y	Procurement of electric motor for water taxi (£4,200) expected to be off-set by reduced electricity and diesel bills
Risk	Y	There is a risk that Batson pontoon requires significant work following the dredging to be once again 'fit for purpose' and if this extends beyond 1 April could have reputational consequences.
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.

Appendix

1. Staffing Issues - EXEMPT

Supporting Information

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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