

Public Document Pack



SOUTH HAMS SALCOMBE HARBOUR BOARD - MONDAY, 17TH NOVEMBER, 2014

Agenda, Reports and Minutes for the meeting

Agenda No Item

1. **Agenda Letter** (Pages 1 - 2)

2. **Reports**

Reports to Harbour Board:

a) Item 8 - Replacement of Shadycombe Pontoon (Pages 3 - 8)

b) Item 9 - Performance Management (Pages 9 - 20)

c) Item 10 - Matters for future consideration (Pages 21 - 24)

3. **Minutes** (Pages 25 - 30)

This page is intentionally left blank

Agenda Item 1

To: Chairman & Members of the Salcombe Harbour Board
(Cllrs J Brazil, M J Hicks, K R H Wingate and S A E Wright)
Co-opted Members – Mr G Burrell, Mr C C Harling,
Mr H Marriage, Mr M Mackley, Mr A Thomson and Mr M Taylor)

Our Ref: CS/KT

cc: Remainder of Council for information
Usual press and officer circulation

7 November 2014

Dear Member

A meeting of the **Salcombe Harbour Board** will be held at **The Assembly Room, Cliff House** on **Monday, 17 November 2014** at **2.30 pm** when your attendance is requested.

Yours sincerely

Kathryn Trant
Member Services Manager

<p>FOR ANY QUERIES ON THIS AGENDA, PLEASE CONTACT KATHRYN TRANT THE MEMBER SERVICES MANAGER ON DIRECT LINE 01803 861185</p>
--

A G E N D A

1. **Apologies for Absence;**
2. **Minutes** - to approve as a correct record and authorise the Chairman to sign the minutes of the meeting of the Board held on 29 September 2014 (pages 1 to 7);
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. **Replacement of Shadycombe Pontoon** – to consider a report that seeks approval for capital expenditure against Harbour reserves in order to renew the existing pontoon in Shadycombe Creek, which has reached the end of its useful service life (pages 8 to 12);
9. **Performance Management** – to consider a report that sets out the Harbour’s performance against Performance Indicators (PIs) (pages 13 to 21);
10. **Matters for future consideration** – to consider a report that identifies matters for future consideration by the Harbour Board (pages 22 to 24).

* * * * *

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

THIS AGENDA HAS BEEN PRINTED ON ENVIRONMENTALLY FRIENDLY PAPER

If you or someone you know would like this publication in a different format, such as large print or a language other than English, please call Darryl White on 01803 861247 or by email at: darryl.white@southhams.gov.uk

Agenda Item 2a

Exempt information – this report contains exempt information as defined in Paragraph 3 of Schedule 12A to the Local Government Act 1972 – information relating to the financial or business affairs of any particularly person (including the authority holding that information) – applies to Appendix A only

AGENDA
ITEM

8

SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM

8

NAME OF COMMITTEE	Salcombe Harbour Board
DATE	17 November 2014
REPORT TITLE	Replacement of Shadycombe pontoon
REPORT OF	Salcombe Harbour Master
WARDS AFFECTED	All South Hams

Summary of Report

To seek approval for capital expenditure against Harbour reserves in order to renew the existing pontoon in Shadycombe Creek, which has reached the end of its useful service life.

RECOMMENDATION

That the Harbour Board RESOLVES to:

RECOMMEND to Full Council that capital expenditure not exceeding £50,000 be granted for the renewal of the existing pontoon in Shadycombe Creek.

1. BACKGROUND

1.1 The Harbour Board endorsed a rolling programme of infrastructure renewal as part of the Strategic Business Plan 2012-2017 dated 26 March 2012 (SH 62/11), which included the renewal of Shadycombe pontoon.

2. ISSUES FOR CONSIDERATION

2.1 **Rationale.** The existing pontoon in Shadycombe Creek consists of 65m of pontoon attached to a number of piles. During the Harbour Board's annual inspection it was agreed that, while the piles remained serviceable, the 30-year old pontoons had reached the end of their useful life and needed to be renewed.

2.2 **Justification.** The pontoon provides 54 walk-ashore berths, over 50% of which are commercially let (at 150% of tariff) and the remainder are residents' berths. Although the pontoon dries at low tide it is nevertheless popular, and there is a substantial waiting list. The surface of the existing

pontoon has started to decay through age and heavy use and, if not replaced, will continue to deteriorate and become a H&S concern.

Because of the already high demand for berths within the harbour it is not considered practical to accept the loss of these berths and it is therefore recommended that the pontoon be replaced.

2.3 Procurement strategy. The SHDC procurement policy has been followed, which requires three independent quotes to be obtained. Four companies were approached of which three responded: TMS, Intermarine and Walcon.

2.4 Choice of supplier.

2.4.1 Quality of product. All companies provide a product of similar quality and design and all products have a conservatively estimated life-span of over 25-35 years if properly maintained.

2.4.2 Price. This information is commercially sensitive information and attached as an Annex which is exempt from publication.

2.5 Other advantages. While not part of the decision process, it is noteworthy that much of the recently installed infrastructure within the estuary is provided by Walcon and therefore not only will the new pontoon have a similar aesthetic, but the stores and logistical support streams can also be rationalised. Additionally, individual pontoons can be swapped between high and low footfall areas to ensure that pontoons wear evenly and their lives are further extended.

2.6 Disposal of existing pontoons. The existing pontoons will be disposed of as follows:

- **Refresh Dentrige pontoons.** At least 4 of the Shadycombe pontoons will be used to replace those at Dentrige which are in a worse state of repair. More could be used if it were deemed appropriate to extend the length of the Dentrige pontoons, for which there is strong demand.
- **Temporary additional deep-water berths.** It is proposed that the remainder of the pontoons be used to create a temporary (1-2 years) pontoon between the house boats and Egremont. This is a sheltered area and they would be suitable here because of lower footfall, and could be used to gauge demand for more permanent berthing in this location in the future, eg as a de-risking exercise. Any revenue generated would further off-set the replacement costs of the Shadycombe pontoons.

2.7 Funding. It is proposed to fund the pontoon renewal from the Pontoon Renewals Reserve, which currently stands at £82,813.

2.8 Licencing requirements.

2.8.1 Although marine works ordinarily require a Marine Licence under the Marine and Coastal Access Act 2004, removal or replacement works carried out by a Harbour Authority for the purpose of

maintaining any harbour works is exempt from such licencing under article 23 of the same order, providing that the activity is carried on within the existing boundaries of the works being maintained.

2.8.2 Since this is the case, the Marine Management Organisation have agreed that the proposed pontoon replacement works do not require a marine licence.

2.9 Timing.

2.9.1 Once approval has been granted by Full Council it is proposed to arrange pontoon renewal with Walcon once the annual moorings maintenance cycle is complete and is estimated to take less than 5 working days. It is not envisaged to commence before mid-Dec, however it is important to have it completed in time for the start of next season.

3. LEGAL IMPLICATIONS

3.1 Statutory Powers: Local Government Act 1972, Section 151. The Pier and Harbour Order (Salcombe) Confirmation Act 1954 (Sections 22-36). The Maine and Coastal Access Act 2009.

3.2 The public interest test has been applied and the public interest lies in non-disclosure due to the confidential data contained in the Appendix. Accordingly Appendix A contains exempt information as defined in Paragraph 3 of Schedule 12A to the Local Government Act 1972

4. FINANCIAL IMPLICATIONS

4.1 This report recommends capital expenditure of no more than £50K from the Harbour's Pontoon Renewal Reserve.

5. Risk Assessment

5.1 The risk management implications are:

Risk/Opportunity	Risk Status			Mitigating and Management Actions
	Impact/Severity	Likelihood/Probability	Risk Score	
<p>Risk: Infrastructure dilapidation will impact adversely on the harbour's ability to continue generating revenue and reputation.</p> <p>Opportunity: The renewal solution proposed generates sufficient revenue to offset costs over the proposed service life of the pontoon replacement.</p>	3	2	6	Regular and planned renewal activity endorsed by the Harbour Board in accordance with the Strategic Business Plan dated 2011.

Corporate priorities engaged: Community Life
Economy
Environment

Consideration of equality and human rights:	Nil
Biodiversity considerations:	Nil
Sustainability considerations:	The Harbour infrastructure needs to be renewed regularly to ensure sustainability
Crime and disorder implications:	Nil.
Background Papers:	Strategic Business Plan 2012 to 2017.
Appendices attached:	Cost considerations (Exempt from public publication).

Document is Restricted

This page is intentionally left blank

AGENDA
ITEM

9

SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM

9

NAME OF COMMITTEE	Salcombe Harbour Board
DATE	17 November 2014
REPORT TITLE	PERFORMANCE MANAGEMENT
REPORT OF	Salcombe Harbour Master
WARDS AFFECTED	All South Hams

Summary of Report

To report the Harbour's performance against agreed Performance Indicators (PIs) for the second quarter of the current year.

RECOMMENDATION

That the Harbour Board RESOLVES to:

NOTE Harbour Performance against agreed Performance Indicators.

1. BACKGROUND

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

2. ISSUES FOR CONSIDERATION

2.1 This report of Harbour Performance Indicators covers the period from 1 July to 30 September 2014. The detailed report against the agreed performance Indicators with comments for the period is at Appendix A. Comments by exception are as follows:

2.1.1 **SH22A Health and Safety incidents and accidents (public)** – a man and his 2 dogs fell out of their tender when it capsized but were recovered without further incident. A young woman fractured her back when riding at the bow of a small RIB in the swell at the harbour's mouth, requiring hospitalising.

2.1.2 **SH23 Speeding offences detected** – there have been 3 recorded speeding offences which resulted in 'Final Warning' letters being sent, as well as a much higher number of boats observed to be speeding which were not recorded because harbour staff were engaged in other work and unable to stop the vessel concerned. The 3 areas of concern (in order) are the harbour entrance, Widegates and South Pool creek.

- 2.1.3 **SH24 Minor collisions** – there have been 15 minor collisions recorded, most of which were caused by poor boat handling but which resulted in no damage. Pleasingly, in all cases the person causing the collision voluntarily reported the incident to the Harbour Office, indicating a high degree of confidence in our reporting system.
- 2.1.4 **SH SH30 Crime Figures** – 13 incidents of minor theft were reported during the period; the Police were informed on all occasions.
- 2.1.5 **SH38 Harbour Dues collected at Slipway** – Income for the quarter was down by 6.7% on the same period last year, but is on a par with 2012/13 figures.
- 2.1.6 **SH35 Visiting Yachts** – The number of visiting yachts was down by 26% compared to the previous year.
- 2.1.7 **SH4 Water quality** – This is a new PI and records the number of occasions in which the sampled water quality at South Sands did not meet or exceed guidelines.

3. LEGAL IMPLICATIONS

- 3.1 Statutory Powers: Local Government Act 1972, Section 151. The Pier and Harbour Order (Salcombe) Confirmation Act 1954 (Sections 22-36).
- 3.2 There are no other legal implications to this report.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications as a result of this report. This report highlights performance issues which may have financial implications at a later date. Should this be the case a separate report will be forwarded for consideration by the Harbour Board.

5. Risk Assessment

- 5.1 The risk management implications are:

Risk/Opportunity	Risk Status			Mitigating and Management Actions
	Impact/Severity	Likelihood/Probability	Risk Score	
Performance Indicators assure the Board that statutory obligations are met and service levels continue to improve. Trends and issues can be identified early and addressed.	3	2	6	The Harbour Board will ensure that the Strategic Business Plan remains relevant and that Harbour funds are invested wisely.

Corporate priorities engaged:

Consideration of equality and human rights:

Biodiversity considerations:

Sustainability considerations:

Crime and disorder implications:

Background Papers:

Appendices attached:

Community Life

Economy

Environment

Equality issues are dealt with in the report under the discussion of the Mooring Policy.

Harbour Board performance and policies have a bearing on biodiversity.

The Harbour performance needs to be considered regularly to ensure current policies are sustainable.

The Report considers reported marine crime within the Estuary.

Strategic Business Plan 2012 to 2017.

1. Salcombe Harbour Performance Management Grid.

This page is intentionally left blank

Salcombe Harbour Board – Performance Management Report Second Quarter 2014/15

REF	ACTIVITY	YEAR	ANNUAL TARGET 2014/15	TARGET FOR QTR	APR/ JUNE	JUL/ SEPT	OCT/ DEC	JAN/ MAR	CURRENT STATUS	COMMENTS
SH1	Visual check of all harbour owned & maintained facilities, landings, pontoons, mooring berths, navigational marks and beacons.	Current	Monthly	3 inspections	3	4			☺	
		Previous			3	3	3	3		
SH2	Defect rectification of major harbour infra & facilities.	Current	Investigated within 24 hours, repaired within 7 days	Defects not repaired within 7 days	0	0			☺	
		Previous			1	1	0	1		
SH3	Launch serviceability	Current	Apr to Sep: 8 available Sep to Mar: 3 available	8 Available	8	8			☺	
		Previous			8	8	4	3		
SH4	Major Plant un-serviceability (Crane, Barge, Fork lift truck & Van)	Current	Available except for planned maintenance, defects rectified within 5	0	0	0			☺	
		Previous			1	1	1	0		

REF	ACTIVITY	YEAR	ANNUAL TARGET 2014/15	TARGET FOR QTR	APR/ JUNE	JUL/ SEPT	OCT/ DEC	JAN/ MAR	CURRENT STATUS	COMMENTS for last reporting period
-----	----------	------	-----------------------	----------------	-----------	-----------	----------	----------	----------------	------------------------------------






			working days.							
SH5	Slipways and steps Inspected and cleaned	Current	Inspected weekly, cleaned Monthly	3	3	3			☺	
		Previous			3	3	3	3		
SH6	Failure of navigation lights and marks will be rectified or Local Notice to Mariners issued	Current	Within 24 hours	0	0	0			☺	
		Previous			0	0	0	1		
SH7	Patrol of estuary and harbour to ensure no hazards to navigation exist	Current	Daily	No of days	91	92			☺	
		Previous			91	92	89	90		
SH8	Inspection and preventative maintenance of Deep water and Foreshore Moorings	Current	100% Annually	100%	N/A	N/A			☺	Conducted in 3 rd Quarter
		Previous			N/A	N/A	100%	N/A		
SH9	Mooring failures	Current	Investigated within 24 hours	0	0	0			☺	
		Previous	repaired within 7 days		0	0	1	1		

REF	ACTIVITY	YEAR	ANNUAL TARGET 2014/15	TARGET FOR QTR	APR/ JUNE	JUL/ SEPT	OCT/ DEC	JAN/ MAR	CURRENT STATUS	COMMENTS for last reporting period
			alternative facility made available							
SH10	Re-allocation of permanent mooring berths surrendered to Harbour Authority	Current			0	0			☺	Annual reallocation takes place between January and March
		Previous	Within 4 weeks	0	1	0	0	0		
SH11	Weather forecast posted at Whitestrand	Current			Daily	Daily			☺	
		Previous	Daily	Daily	Daily	Daily	Daily	Daily		
SH20	Compliance with Port Marine safety Code	Current			Y	Y			☺	
		Previous	100% Annual audit	Compliance	Y	Y	Y	Y		
SH21	Trinity House inspection of local aids to navigation.	Current			Annual Inspection	N/A			☺	Conducted annually in 1 st quarter
		Previous	100% Annual Audit	Compliance	Annual Inspection	N/a	N/A	N/A		
SH22	H&S Incidents and accidents (Staff)	Current			0	0			☺	
		Previous	10% reduction year on year	≤1	1	1	0	1		
SH22A	H&S Incidents and	Current	10% reduction	≤1	2	2			☹	1x tender capsized and Man overboard;

REF	ACTIVITY	YEAR	ANNUAL TARGET 2014/15	TARGET FOR QTR	APR/ JUNE	JUL/ SEPT	OCT/ DEC	JAN/ MAR	CURRENT STATUS	COMMENTS for last reporting period	
	accidents (Public)	Previous	year on year			5	4	0	0		1x fractured back in RIB
SH23	Speeding Offences detected	Current	5% annual reduction	≤37		11	3			☹️	3x Final Warning letters sent
		Previous				11	17	0	0		
SH24	Minor Collisions	Current	5% annual reduction	≤1		7	15			☹️	Year on year improvement but further to go
		Previous				12	40	3	0		
SH30	Crime figures	Current	10% annual reduction	≤1		7	13			☹️	Notable increase in minor theft from moored craft
		Previous				4	6	1	1		
SH31	Night Security Patrols	Current	100% of contracted patrols	100%		100%	100%			😊	
		Previous				100%	100%	100%	100%		
SH32	Permanent Staff Turnover	Current	< 10% annually	0		1	2			😊	AHM
		Previous				0	0	0	0		
SH32A	Staff days Lost to	Current	< 10% annually	≤1		0	1			😊	

REF	ACTIVITY	YEAR	ANNUAL TARGET 2014/15	TARGET FOR QTR	APR/ JUNE	JUL/ SEPT	OCT/ DEC	JAN/ MAR	CURRENT STATUS	COMMENTS for last reporting period
-----	----------	------	-----------------------	----------------	-----------	-----------	----------	----------	----------------	------------------------------------

	Sickness Absence	Previous				3	0	7	0		
SH33	Customer Complaints	Current	10% annual reduction	≤8		0	0			☺	
		Previous				2	7	1	0		
SH34	Income from visiting yachts	Current	5% increase	42,291		44,361	109,399			☺	
		Previous				40,278	108,056	1,635	522		
SH35	Number of visiting yachts	Current	5% Increase	1494		1,807	6,237			☺	
		Previous				1,423	4,299	48	21		
SH36	Average visiting yacht length of Stay	Current	Length of stay ≥1.5 nights	1.5		1.5	1.73			☺	
		Previous				1.8	1.4	1.3	1.47		
SH37	Yacht Taxi – Passengers carried	Current	5% increase	6535		7474	16,998			☺	3.4% increase on last year
		Previous				6,224	16,440	153	39		

REF	ACTIVITY	YEAR	ANNUAL TARGET 2014/15	TARGET FOR QTR	APR/ JUNE	JUL/ SEPT	OCT/ DEC	JAN/ MAR	CURRENT STATUS	COMMENTS for last reporting period
SH38	Hbr dues collected at Slipway	Current	Annual increase		6,683	11.652				6.7% down on last year
		Previous			6,512	12,488	52	30		
SH40	Pollution incidents ¹	Current	Zero Pollution Incidents	0	0	0				
		Previous			1	2	3	2		
SH41	Guided Events ¹	Current	3/Quarter	3	4	5				
		Previous			4	6	3+	3		
SH42	Litter Pick Up Events ¹	Current	Quarterly	1	3	4				
		Previous			3	1	0	3		
SH43	Recycling of yacht refuse	Current	Annual Increase	≥ 27%	?	?				In abeyance – not measurable
		Previous			?	?	?	?		
SH44	Water quality	Current	Beach water sampling meets/ exceeds guidelines	≤ 2 samples below guideline	-	2				New PI

¹ AONB officer

REF	ACTIVITY	YEAR	ANNUAL TARGET 2014/15	TARGET FOR QTR	APR/ JUNE	JUL/ SEPT	OCT/ DEC	JAN/ MAR	CURRENT STATUS	COMMENTS for last reporting period
-----	----------	------	--------------------------	-------------------	--------------	--------------	-------------	-------------	----------------	------------------------------------

This page is intentionally left blank

AGENDA ITEM 10

SOUTH HAMS DISTRICT COUNCIL

AGENDA ITEM 10

NAME OF COMMITTEE	Salcombe Harbour Board
DATE	17 November 2014
REPORT TITLE	MATTERS FOR FUTURE CONSIDERATION
REPORT OF	Salcombe Harbour Master
WARDS AFFECTED	All South Hams

Summary of Report

To identify matters for future consideration by the Harbour Board.

RECOMMENDATION

That the Harbour Board RESOLVES to note the report.

Officer contact:

Adam Parnell – 01548 843791 (Internal 7104)

1. BACKGROUND

1.1 Matters for Future Consideration should be reviewed at each meeting.

2. MATTERS FOR FUTURE CONSIDERATION

2.1 Harbour Board Dates

2.1.1 The following dates have been set for Harbour Board Meetings:

- 9 February 2015
- 20 April 2015
- 8 June 2015
- 13 July 2015 (Annual Inspection)
- 14th September 2015

2.2 Report Time-Table

Meeting	Agenda items
Feb	3 rd ¼ (Oct – Dec) Performance Indicators reported. PMSC compliance reported (inspection is in Dec).
Apr	
Jun	4 th ¼ (Jan-Mar) Performance Indicators reported.
Jul	Previous FY year-end budget reported. Hbr Board Annual Report presented. Hbr annual inspection (before Board meeting)* *Designated Person invited to attend.
Sept	1 st ¼ (Apr - Jun) Performance Indicators reported. Following FY revenue budget considered. Hbr fees/charges reviewed.
Nov	2 nd ¼ (Jul - Sept) Performance Indicators reported. Customer satisfaction survey results reported.

2.3 Compliance with the Port Marine Safety Code

- 2.3.1 The Harbour is audited bi-annually by the designated person. A report of the Audit forms part of the agenda of this meeting.
- 2.3.2 The inspection took place 3 November and the results will be reported to the Board in February 2015.
- 2.3.3 Compliance was reported to the MCA in March 2014, this report is required every five years.

2.4 Long Term Security of Tenure

- 2.4.1 The Strategic Business Plan 2012-2017 set out within its key Strategic Objectives task 4.1 - To consider future boating trends and provide suitable and appropriate facilities and Services through an annual Harbour Board Workshop.
- 2.4.2 The next Harbour Board biannual workshop will be held in March 2015, date to be confirmed.

3. LEGAL IMPLICATIONS

- 3.1 Statutory Powers: Local Government Act 1972, Section 151. The Pier and Harbour Order (Salcombe) Confirmation Act 1954 (Sections 22-36).
- 3.2 There are no other legal implications to this report.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no new financial implications as a result of this report.

5. Risk Assessment

- 5.1 The risk management implications are:

Risk/Opportunity	Risk Status			Mitigating and Management Actions
	Impact/Severity	Likelihood/Probability	Risk Score	
Regular meetings allow the Harbour Board to respond speedily to changing circumstances	3	1	6	A better service in a safe environment for estuary users is delivered in an effective manner

Corporate priorities engaged:	Community Life Economy Environment
Statutory powers	The Pier & Harbour (Salcombe) Confirmation Act 1954
Consideration of equality and human rights:	There are no equality or human rights issues with this report
Biodiversity considerations:	None
Sustainability considerations:	None
Crime and disorder implications:	None
Background Papers:	Strategic Business Plan 2nd Edition dated 26 March 2012. Constitution of the Salcombe Harbour Board (as adopted by Council on 25 June 2009).
Appendices attached:	None

This page is intentionally left blank

**MINUTES OF THE MEETING OF
THE SALCOMBE HARBOUR BOARD
HELD AT CLIFF HOUSE, SALCOMBE ON MONDAY 17 NOVEMBER 2014**

Members in attendance			
* Denotes attendance		∅ Denotes apology for absence	
*	Cllr J Brazil (Chairman)	∅	Mr G Burrell
*	Cllr M J Hicks	*	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
∅	Cllr H D Bastone (lead Executive Member)		

Item No	Minute Ref No below refers	Officers in attendance and participating
All agenda items		Salcombe Harbour Master, Head of Assets and Democratic Services Manager

SH.31/14 MINUTES

The minutes of the meeting of the Salcombe Harbour Board held on 29 September 2014 were confirmed as a correct record and signed by the Chairman.

SH.32/14 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, Dr Harling, Mr Mackley, Mr Marriage, Mr Taylor and Cllr Wingate all declared a disclosable pecuniary interest in all related agenda items by virtue of having moorings or paying harbour dues to the Council.

As the Deputy Monitoring Officer had previously granted a dispensation under Paragraph 8.1 (c) of the Code of Conduct (minute SH.06/14 refers), all Members remained in the meeting and took part in the discussion and debate on all agenda items.

PUBLIC QUESTION TIME

During the Public Question Time session the following matters were raised:

Mr Richard Smith, Kingsbridge Estuary Boat Club

Mr Smith wished to put on record his gratitude to the Harbour Master and his team for all their hard work during the recent extreme weather conditions.

Mr Tim Tucker, South Sands Ferry

Mr Tucker made reference to the South Sands beach having gained Blue Flag status and was led to believe that this accreditation was reliant upon public conveniences in the vicinity being kept open. As a consequence, Mr Tucker asked the Board to consider exerting some pressure on the Council to reverse its decision to close local public conveniences during the winter months.

In discussion, the Board made the following points:-

- (a) Whilst clarification could not be given at the meeting in respect of public convenience closures jeopardising a Blue Flag accreditation, the Board did express its deep reservations at any proposed closures in this area and its inevitable impact on the tourism industry. Furthermore, some concerns were raised in respect of the proposal to charge to use the public conveniences in the Whitestrand Car Park;
- (b) A Member commented on the cleanliness and quality of the public conveniences throughout the district, which were felt to be of great credit to the Council.

In conclusion, the Board wished for their concerns in this regard to be recorded and requested that a report be presented back to a future Board meeting from the Head of Assets (who was to meet with the Head of Environment Services to discuss this matter). In so doing, it was asked that this report highlight the cost of the service to the Council and whether the Board was potentially prepared to help out financially towards these costs or even to take on responsibility for their maintenance during the winter months.

Mrs Ali Jones, Kingsbridge and Salcombe Marine Business Forum

Mrs Jones wished to introduce herself to the Board and advised that she was to be the link and point of contact between the Marine Business Forum and the Board. In reply, the Board welcomed Mrs Jones to her first Board meeting.

On behalf of the Board, the Chairman concluded this agenda item by thanking each representative for addressing the meeting.

SH.34/14 **FEEDBACK FROM HARBOUR COMMUNITY FORUMS**

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

Salcombe Kingsbridge Estuary Association (SKEA)

The SKEA representative informed that the Forum remained active via its website and particular reference was made to the 'Notice to Mariners' newsletter, which was circulated widely and well received by its recipients.

Salcombe Kingsbridge Estuary Conservation Forum (SKECF)

The representative highlighted an interesting and informative presentation which was received at a recent SKECF meeting on the Gerston Treatment Plant.

South Devon & Channel Shellfishermen

The Shellfishermen were currently meeting on a monthly basis and had no significant issues to report at present. The representative felt that these regular meetings had helped to build relations with the Shellfishermen and they felt somewhat appeased that they had been given every opportunity to raise their views regarding the Fish Quay. By attending the monthly meetings, the representative commented that a good working relationship had now been developed between the Board and the Shellfishermen.

Kingsbridge and Salcombe Marine Business Forum

The representative expressed his support for the introduction of Mrs Jones as the link between the Board and the Forum (Minute SH.33/14 above refers).

Kingsbridge Estuary Boat Club (KEBC)

The representative for KEBC echoed the comments raised by Mr Smith during the Public Forum (Minute SH.33/14 above refers).

SH.35/14 **REPLACEMENT OF SHADYCOMBE PONTOON**

The Board was presented with a report that ultimately sought Council approval for capital expenditure against Harbour reserves in order to renew the existing pontoon in Shadycombe Creek, which had reached the end of its useful service life.

In discussion, reference was made to:-

- (a) the shelf life of pontoons. Since pontoons only normally lasted for an average of twenty-five years, the Shadycombe Pontoons (which were thirty years old) had lasted well, but now was felt to be the right time to replace them;
- (b) support for the proposal. Whilst supporting the proposals, a Member did wish to point out that the addition of two extra moorings was not necessarily a positive selling point.

It was then:

RECOMMENDED

That the Council be **RECOMMENDED** to support the proposed choice of contractor on the terms as outlined in exempt Appendix A to the presented agenda report, with capital expenditure not exceeding £50,000 being granted for the renewal of the existing pontoon in Shadycombe Creek.

SH.36/14 **PERFORMANCE MANAGEMENT**

A report was considered that reported the Harbour's performance against agreed Performance Indicators (PIs) for the second quarter of the current year.

In his introduction, the Harbour Master proceeded to focus on each of the PIs for which the performance target had not been met.

In discussion, the following points were raised:-

- (a) In light of the increased cases of speeding offences detected, the Board was informed that Harbour Staff would be providing a more visible presence next year in order to act as a deterrent;
- (b) In addition to the thirteen incidents of minor theft reported during this period, the Harbour Master was also aware of a number of attempted thefts;
- (c) With regard to the Harbour Dues collected at Slipway, the Harbour Master would continue to monitor this trend, but it was not considered by him to be a cause for concern at this time;
- (d) As an update following the publication of the agenda, the Harbour Master advised that the number of visiting yachts figure was actually less than presented. Nonetheless, whilst the numbers had reduced, the income from these had increased, which was felt to be a more important indicator;
- (e) The Board welcomed the introduction of the Water Quality PI and, following a brief discussion with regard to South West Water (SWW), Members were advised that SWW representatives were to be invited to attend a future meeting of the Economy and Environment Scrutiny Panel to respond to a number of issues. Due to the relevance of some of these issues to the Harbour, it was felt that the Harbour Master should be invited to attend this meeting.

It was then:

RESOLVED

That the performance management report be noted.

SH.37/14 **MATTERS FOR FUTURE CONSIDERATION**

The Board considered a report that identified matters for its future consideration.

In discussion, particular reference was made to the Customer Satisfaction Survey results. The Board was informed that an initial analysis of the responses would be presented to the next meeting on 9 February 2015. In acknowledging the limitations of the results, Members felt it would be beneficial to consider how best to deal with all aspects of customer feedback at a future Board workshop.

It was then:

RESOLVED

That the report be noted.

(Meeting commenced at 2.30 pm and concluded at 3.10 pm)

Chairman

This page is intentionally left blank