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SOUTH HAMS SALCOMBE HARBOUR BOARD - MONDAY, 20TH APRIL, 2015

Agenda, Reports and Minutes for the meeting

Agenda No Item

1. **Agenda Letter** (Pages 1 - 4)

2. **Reports**

Reports to Harbour Board:

a) Item 8 - Adoption of an Environmental Management Strategy (Pages 5 - 54)

b) Item 9 - Report on Topical Issues (Pages 55 - 58)

c) Item 10 - Matters for future consideration (Pages 59 - 62)

d) Item 12 - EXEMPT - Review of the nominated 'Designated Person' (Pages 63 - 66)

3. **Minutes** (Pages 67 - 70)

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**MINUTES OF THE MEETING OF
THE SALCOMBE HARBOUR BOARD
HELD AT CLIFF HOUSE, SALCOMBE ON MONDAY 20 APRIL 2015**

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

Item No	Minute Ref No below refers	Officers in attendance and participating
All agenda items		Salcombe Harbour Master, Executive Director Strategy and Commissioning and Member Services Manager

SH.49/14 MINUTES

The minutes of the meeting of the Salcombe Harbour Board held on 9 February 2015 were confirmed as a correct record and signed by the Chairman.

SH.50/14 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 Burrell, Mr Mackley, Mr Marriage, Mr Taylor, Mr Thomson 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.

SH.51/14 PUBLIC QUESTION TIME

There were no specific issues raised during Public Question Time although a representative of Kingsbridge Estuary Boat Club who attended the meeting commented on the good level of contact and communication between the Club and the Harbour Board.

SH.52/14 **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)

No update was given at this meeting.

Salcombe Kingsbridge Estuary Conservation Forum (SKECF)

The Forum was due to meet later that week.

South Devon & Channel Shellfishermen

The Shellfishermen had met for their AGM and there were no issues to be raised from that meeting, however, another Board Member asked that the Board note the change of regulations in respect of private pots.

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.53/14 **ADOPTION OF AN ENVIRONMENTAL MANAGEMENT SYSTEM**

The Board was presented with a report that proposed the adoption of an Environmental Management System (EMS). The Harbour Master introduced the report and advised that adoption of the system would ensure that environmental awareness was at the centre of Harbour activity.

Members of the Board strongly supported the adoption of the EMS and congratulated the Harbour Master on the award of EcoPort status.

It was then:

RESOLVED

That Council be **RECOMMENDED** to support and endorse the adoption of an Environmental Management System.

SH.54/14 **REPORT ON TOPICAL HARBOUR ISSUES**

A report was considered that outlined topical harbour issues that did not warrant their own report.

In discussion, reference was made to:-

- (a) feedback from the first meeting of the Port User Group. The Harbour Master advised that this Group consisted of the existing Harbour Community Fora and Salcombe Yacht Club, and would be used as a consultee in the drafting of any future Harbour directions;

- (b) the continuing programme of pontoon replacement;
- (c) the proposal in relation to installation of a new pontoon in lieu of surrendering the existing moorings for the new owners of the ICC (Salcombe). Members sought clarity on the proposal and generally confirmed their support, providing the proposal supported the provision of a safe environment for sailing school activity to continue, rather than specifically support one organisation over another;
- (d) Harbour office IT and telephony. The Harbour Master updated the Board on discussions with South Hams District Council IT specialists to upgrade the existing IT and telephony systems. He confirmed that the Board would have control over the website content.

It was then:

RESOLVED

That the report be noted and the Harbour Master be delegated authority to progress the proposal for a new 25m pontoon for the new owners of the ICC (Salcombe).

SH.55/14 **MATTERS FOR FUTURE CONSIDERATION**

A report was considered that highlighted matters for future consideration by the Board.

There being no matters to discuss, it was then:

RESOLVED

That the report be noted.

SH.56/14 **EXCLUSION OF PUBLIC AND PRESS**

It was then:

RESOLVED

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item of business as the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Act is involved.

SH.57/14 **REVIEW OF THE NOMINATED 'DESIGNATED PERSON'**

The Board considered an exempt report that reviewed the current choice and cost of the Designated Person.

It was then:

RESOLVED

That the situation regarding choice of Designated Person be noted and the Harbour Master directed to pursue alternative arrangements.

(Meeting commenced at 2.30 pm and concluded at 3.20 pm)

Chairman

AGENDA
ITEM

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SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM

8

NAME OF COMMITTEE	Salcombe Harbour Board
DATE	20 April 2015
REPORT TITLE	Adoption of an Environmental Management System
REPORT OF	Salcombe Harbour Master
WARDS AFFECTED	All South Hams

Summary of Report

To propose the adoption of an Environmental Management System (EMS).

RECOMMENDATION

That the Harbour Board RESOLVES to RECOMMEND to Council to:

- a. **Support and endorse** the adoption of an EMS.

Officer contact:

Adam Parnell – 01548 843791 (Internal 7104)

1. BACKGROUND

- 1.1 Salcombe was awarded EcoPort status in 2014 following assessment of its environmental attitudes, policies and procedures. The assessment highlighted the lack of up to date EMS, which has subsequently been developed by the Salcombe Harbour Staff following port sector 'best practice'.

2. ISSUES FOR CONSIDERATION

- 2.1 The adoption of an EMS will embed environmental considerations into 'business as usual' and assist in stewardship of the natural environment. It should also contribute to cost reductions as staff become more aware of the environmental costs of their activities

3. LEGAL IMPLICATIONS

- 4.1 There is no statutory obligation to adopt an EMS but it will assist in ensuring that harbour staff meet their obligations under current and proposed environmental legislation.

5. FINANCIAL IMPLICATIONS

5.1 There are no financial implications identified in the adoption of an EMS, but if any are highlighted in the future these should be offset by the reduction in environmental 'cost'.

6. Risk Assessment

6.1 The risk management implications are:

Risk/Opportunity	Risk Status			Mitigating and Management Actions
	Impact/Severity	Likelihood/Probability	Risk Score	
There is a risk that harbour operations could adversely impact the environment without active management	3	1	3	Adoption of an EMS will minimise adverse environmental impacts to ALARP

Corporate priorities engaged:	Community Life. Economy. Environment.
Statutory powers	The Pier & Harbour (Salcombe) Order Act 1954
Consideration of equality and human rights:	There are no equality or human rights issues associated with the adoption of an EMS.
Biodiversity considerations:	The management of biodiversity is assisted by the adoption of an EMS.
Sustainability considerations:	The management of sustainability is assisted by the adoption of an EMS.
Crime and disorder implications:	Nil
Background Papers:	Nil
Appendices attached:	Salcombe Harbour Environmental Management System

Adam Parnell
Harbour Master

Environmental Management System

Salcombe Harbour

Prepared: February 2015
Revised: -

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Date	Location of supply	Units used

Comments

Action taken

Ref	Title
EL1	Conservation (Natural Habitats &c) Regulations 1994
EL2	Control of Pollution (Amendment) Act 1989
EL3	Control of Pollution (Landed Ships' Waste) Regulations 1987
EL4	
EL5	
EL6	
EL7	
EL8	
EL9	
EL10	
EL11	
EL12	
EL13	
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EL26	
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EL29	
EL30	
EL31	
EL32	
EL33	

Overview	Aspect or impact affected
These regs make provision for implementing Council Directive 92/43/EEC on the conservation of natural habitats and of wild fauna and flora. It requires 'relevant authorities' to sign up to a Management Plan if they are within a Special Area of Conservation	

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Environmental Policy – Statement

Salcombe Harbour Environmental Policy

The Salcombe Harbour Authority is committed to the protection and conservation of the environment and will seek to maintain and continually improve, wherever possible, high environmental quality through the strict adherence to environmental legislation and internationally agreed convention, directives and resolutions intended to prevent pollution and protect the environment.

The Harbour Authority recognises the need to conserve the natural environment of the waters under its control through sound environmental management. Environmental policies for the harbour ensures that, wherever possible, duties carried out by harbour staff and recreational and commercial activities within the area of jurisdiction will take place without any adverse effects on the quality of the environment.

The Harbour Authority's Environmental Policy, objectives and targets will be accessible on-line and also held at the Harbour's offices and workshops. It will be available to all staff, persons working on behalf of the Harbour Authority, and harbour stakeholders.

The waters within the control of the Harbour Authority are of National and European importance and include areas that have an environmental designation i.e. Sites of Special Scientific Interest, Area of Outstanding Natural Beauty, Special Area of Conservation and Local Nature Reserve. They are designated for the high quality and diversity of the marine and estuarine habitats and species that are supported partly by the estuary's unusual geography.

The Harbour Authority intends to work closely with environmental agencies and local stakeholders to ensure that the quality of the environment is improved upon, thereby enhancing the natural resources for future generations. They shall also encourage users of the harbour and suppliers of services to adopt practices compatible with the aims of this environmental management system.

It is believed that educating and training employees, as well as the public, on the importance of conserving and enhancing the environment will contribute to achieving environmental goals. Our employees will set and demonstrate the level expected, that others will follow.

This Environmental Policy Statement and objectives and targets will be reviewed on an annual basis to ensure they remain current and are documented, implemented and maintained to that effect.

J Brazil – Chairman, Salcombe Harbour Authority

Environmental Management Organisation

SECTION 2: ENVIRONMENTAL MANAGEMENT ORGANISATION

2.1 Scope

This procedure describes how the Environmental Management System is structured.

The Environmental Management System covers the entirety of Salcombe Harbour, Kingsbridge estuary and the associated activities therein.

2.2 Management Representative

The Management Representative is responsible for ensuring that the Environmental Management System (EMS) is being implemented and maintained. The Management Representative is the **Harbour Master**.

2.3 Staff Responsibilities

Key personnel who manage or verify effects to the environment are identified in the list below, together with the responsibilities defined. All staff will report to the Management Representative on all issues relating to the environmental management system.

Moorings and afloat operations	Assistant Harbour Master (Moorings)
Logistics and maintenance	Assistant Harbour Master (Logs & Maintenance)
Administration and personnel	Assistant Harbour Master (Admin)

These key personnel are responsible for ensuring that the EMS is being followed, and they are responsible for taking action should breaches to the system be found.

All other Harbour Authority staff are responsible for ensuring that the EMS is being followed on a day to day basis, reporting breaches of the EMS to their immediate supervisor who is responsible for reporting to the senior authority.

2.4 Training

A successful harbour environmental management system (EMS) relies upon a sound training programme for all staff within the Harbour Authority so that they are able to maintain the EMS. Just as importantly, they will be seen to be setting an example by others to be acting and working in an environmentally acceptable manner.

All staff need to fully understand the rationale behind the EMS and understand what is expected of them to maintain and improve the system. This will be achieved by an initial all-staff meeting to explain the importance of the EMS and their responsibilities, and regular team briefings. All new staff will be presented with information on the EMS at their initial induction.

Once the system has been adopted by all it will seek to encourage a responsible attitude from all staff.

2.5 Contractors

The AHM (Logs and Maint) is responsible for ensuring that contractors are made aware of the policy statement and objectives of the EMS, and explaining that they will be expected to adhere to these.

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Environmental Aspects

3.1 REGISTER OF LEGISLATION AND REGULATIONS

The Harbour Master is responsible for maintaining this register and electronically recording the information in the EMS spreadsheet in the format shown in table 3.1.

Legislation will be identified through advance notification received from trade associations such as the British Ports Association, British Marine Federation, along with Government Agencies and Departments such as Defra, Natural England, MMO, AONB and Maritime & Coastguard Agency (MCA) together with colleagues from within the Council.

Proposed and statutory legislation will be noted on the register as the legislation is issued, and the register reviewed at intervals of no more than 6 months. The legislation and regulations will be held in the Harbour Master's office.

3.2 LEGISLATION COMPLIANCE EVALUATION

The Harbour Master shall periodically evaluate compliance with relevant environmental legislation as detailed in the Aspects Register. This shall be undertaken via an audit process, interviews with relevant staff or by training and awareness events.

Where legal non-compliance is identified the Harbour Master shall raise a non-conformity report and seek proposals to address the non-compliance.

Legal compliance evaluation may also identify where practices do not comply with Environment Agency pollution prevention guidance (although not a strict legislative non-compliance. Where such situations are identified the Harbour Master may raise a preventative action and seek proposals to improve the practice.

LEGISLATION CURRENTLY AFFECTING PORTS

- Clean Air Act 1993
- Conservation (Natural Habitats &c) Regulations 1994
- Control of Pollution (Amendment) Act 1989
- Control of Pollution (Landed Ships' Waste) Regulations 1987
- Control of Pollution (Landed Ships' Waste) (Amendment) Regulations 1989
- Control of Pollution (Oil Storage)(England) Regulations SI2001/2954
- Control of Pollution (Special Waste) (Amendment) Regulations 1988
- Countryside and Rights of Way Act 2000
- Dangerous Substances in Harbour Areas Regulations 1987
- Dangerous Vessels Act 1985
- Diving at Work Regulations 1997
- Environmental Protection Act 1990
- Environmental Protection (Prescribed Processes and Substances) Regulations 1991
- Food and Environment Protection Act 1985
- Harbours Docks and Piers Clauses Act 1847
- Harbour Works (Assessment of Environmental Effects) Regulations 1988
- Harbour Works (Assessment of Environmental Effects) (no.2) Regulations 1989
- Harbours Act 1964
- Hazardous Waste (England & Wales) Regulations SI 2005
- International Ship and Port Facility Security Code
- List of Wastes (England) Regulations SI 2005
- Marine and Coastal Access Act 2009
- Marine and Coastal Access Act 2009 Chapter 23
- Marine Safety Act 2003
- Merchant Shipping (Vessels in Commercial Use for Sport or Pleasure) Regulations 1988 (As Amended)
- Merchant Shipping Act 1984 amended 1988
- Merchant Shipping (Reception Facilities for Garbage) Regulations 1988
- Merchant Shipping Act 1995
- Merchant Shipping (Port State Control) Regulations 1995
- Merchant Shipping (Prevention of Pollution)(Limits)(Revocation) Regulations SI 2013/3042
- Merchant Shipping (Reporting Requirements for Ships Carrying Dangerous or Polluting Goods) Regulations 1995
- Merchant Shipping (Reporting Requirements for Ships Carrying Dangerous or Polluting Goods) (Amendment) Regulations 1999
- Merchant Shipping and Maritime Security Act 1997
- Merchant Shipping (Oil Preparedness, Response and Co-operation Convention) Regulations 1998
- Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003
- Merchant Shipping (Accident Reporting and Investigation) Regulations 2005

- Merchant Shipping (Accident Reporting and Investigation)(Amendment) Regulations SI 2013/2882
- Natural Environment and Rural Communities Act 2006
- Pilotage Act 1987
- Planning (Hazardous Substances) Act 1990
- Planning (Hazardous Substances) Regulations 1992
- Prevention of Oil Pollution Act 1971
- Prevention of Pollution (Reception Facilities) Order 1984
- Public Health Act (Amendment) Act 1907
- Sea Fisheries (Shellfish) Act 1967
- Transfrontier Shipment of Hazardous Waste Regulations 1988
- Transport and Works Act 1992
- Waste Electrical and Electronic Equipment Regulations SI 2013/3113
- Waste (England & Wales) Regulations SI 2011/988
- Water Resources Act 1991
- Wildlife and Countryside Act 1981

Legislation, new and updated will be electronically recorded in the EMS spreadsheet in the format given in table F3.1

Ref	Title	Summary	Relevance	How evaluated?

Table 3. 1: Register of Legislation and Regulations

3.2 ENVIRONMENT COMMUNICATIONS REGISTER

Information recorded in the Harbour Log may include environmental complaints and correspondence. This will be recorded in the electronic Harbour Log.

Responsibility for answering complaints will lie with the appropriate AHM/HM depending upon the level and nature of the complaint. If it is not satisfactorily resolved then it should be escalated using the Council's complaints procedure. The Harbour Master will ensure that the complaint is being dealt with adequately and will follow up if necessary having sought further information/advice.

The Harbour Log will be completed by the Harbour Master/AHM/Administrative staff and kept for a minimum period of 2 years.

The Harbour Master will review the communications register at least every month in order to ensure its correct compilation, recording process and accuracy.

3.3 KEY ENVIRONMENTAL ASPECTS AND IMPACTS

3.3.1 Definitions

An environmental **aspect** is an element of an organisation's undertakings, products and services that do (or could) interact with the environment (eg air & water emissions, energy consumption, waste management etc).

An environmental **impact** is the harmful or beneficial alteration to the environment (eg air pollution, natural resource depletion).

Significant environmental aspects should be identified and a **risk category** allocated to their impacts using the following matrix:

Certain <i>Constantly in normal conditions</i>	4				
Likely <i>Intermittent in normal conditions eg monthly or weekly</i>	3				
Occasional <i>Infrequent in normal conditions or due to defect etc</i>	2				
Unlikely <i>Unusual or emergency situations only</i>	1				
		A	B	C	D
	Scale and Impact	Minimal pollution; reversible <1 mnth	Minor pollution; short term, localised; reversible <1 yr	Moderate pollution; not reversible <1 yr; complaints	Major pollution; not reversible >1 yr; legacy health/toxicity issues
	Legal/Policy/Other	None	Potential or near miss	Minor breach	Actual breach of regulations
	Business issues/costs	None	Potential for minor loss £	Potential for moderate loss £	Potential for major loss £
	Reputation	None	Potential for internal complaint/ non conformance	Potential for external complaint	Reputation or trust diminished; PR issue

Figure 1: Environmental Aspects Register Risk Assessment Matrix

3.3.2 Identification

Key issues will be identified and evaluated by the Harbour Master. Assessment of these initial key issues will include, but not be limited to:

- controlled and uncontrolled discharges to water from port activities or from vessels within the harbour;
- controlled and uncontrolled emissions to atmosphere from port activities or from vessels within the harbour;
- solid and other wastes originating in the harbour or from port activities;

- (d) consumption of land, water, fuels and energy and other natural resources by the port for their own use or to provide services to port users;
- (e) noise, odour, light spill, dust and vibration resulting from port activities or from users of the port; and,
- (f) disturbance of wildlife or their habitats from port or port controlled activities e.g. (f), excessive wake, harassment of wildlife
- (g) effects on specific parts of the environment including ecosystems resulting from port activities under the following conditions:
 - (1) **normal** operating conditions;
 - (2) **unusual** operating conditions (eg flood or storm); and
 - (3) **emergency** incidents and accidents (eg fuel spill, fire, explosion).

3.3.3 Maintenance of Register

The key issues will be compiled by the Harbour Master and recorded within the Aspects Register contained within the EMS spreadsheet to the format shown in table 3.3. Source(s) of information, date of assessment, issue, effect and required compliance will be included in the compilation.

Aspect	Control	Influence	Direct or indirect	Impact	Situation			Responsibility	Significance			Risk Rating	Control measure & relevant legislation (if applicable)
					Normal	Unusual	Emergency		Policy	Legal	Other		

Table 3.2: Key Aspects Register (contained within EMS spreadsheet)

3.3.3 Re-evaluation

Key issues will be re-evaluated by amongst other things, reference to the complaints register, new legislation, new codes of practise and other appropriate environmental initiatives. This re-evaluation will be made by the Harbour Master in consultation with the AONB's Estuaries Officer, Natural England and other appropriate environmental groups.

3.3.4 Review

There will be an annual in-house and a full review every 5 years of the key aspects. The date of the in-house and full review will be electronically recorded in the Key Aspects Register. The Harbour Master is be responsible for maintaining the register.

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Targets & Objectives

SECTION 4.1 – PROCEDURE

Targets and Objectives will be consistent with the environmental policy statement and specified by the Harbour Master at the annual internal audit by looking at the key aspects relevant to the Harbour Authority's areas of jurisdiction.

Where stated, targets and objectives will be measurable and describe the means and timeframe by which they are to be achieved.

SECTION 4.2 – TARGETS & OBJECTIVES

4.2.1 Sewage & Waste Water Discharges

Present Situation:

1. Vessels are encouraged to use the shore facilities on Whitestrand, Batson or the free pump-out facility, or retain waste in their holding tanks until >3nm from land. However it is recognised that the number and level of facilities available is currently insufficient to accommodate all vessels at the height of the season.
2. The capacity of the town's sewerage system can be exceeded during poor weather (run-off) or during the height of the season, resulting in leaks or deliberate (licensed) discharges into the estuary.
3. Good water quality is imperative to the health and sustainability of the harbour as a port and recreational area, and its natural environment for its use, enjoyment and resources.

Objective:

To reduce nutrients, organic wastes and micro-organisms indicative of human faecal matter in harbour waters.

Targets:

1. Wherever possible, SWW's upgrading and improvement of sewage pipelines, outfalls etc. which are located within the estuary will be actively encouraged and supported.
2. Vessels will continue to be encouraged to use the land-based waste ablutions or internal holding tanks while within the estuary.
3. Wider public awareness campaigns that encourage all aspects of water conservation such as the RYA's *Green Blue* and the *Phosphate Free Salcombe* will be actively supported.

4. Opportunities to develop chemical w.c. & toilet disposal sites to be identified.

4.2.2 Anchoring & Mooring Policy

Present Situation:

Anchoring of small vessels takes place in a number of permitted locations within the estuary.

Objective:

To ensure that the sensitive sites of the harbour – in particular the seagrass beds - are not significantly damaged by moorings or boats' anchors.

Targets:

1. Vessels will continue to be discouraged from anchoring in the more sensitive parts of the estuary; if necessary this will be enforced
2. The regular seabed surveys will continue.
3. Reduce the impact of Harbour moorings on the seabed environment to a sustainable minimum.

4.2.3 Litter Control

Present Situation:

The Harbour Authority is responsible for providing waste reception facilities as outlined in the Port Waste Management Plan and to comply with MARPOL Regulations. At present there are 2 afloat facilities, each containing general and recycling bins, as well as a number of skips and bins located on the Fish Quay and at Batson Car Park for use by users.

Some areas are cleaned by SHDC Environmental Services, and some others by members of the Harbour Authority staff. Large pieces of floating debris are removed by the staff from the harbour when they are either reported or encountered.

Objectives:

To reduce the amounts of litter occurring within the harbour area.

Targets:

1. A programme of periodic 'beach cleans' by volunteers will continue and be encouraged with the support of the AONB Estuaries Officer & others to remove visible litter from beaches at low tide.
2. Assess the effectiveness of the ports litter collection facilities and ensure their correct strategic placement.
3. Ensure staff, whilst out on the water or working around the harbour, collect any waste items found and help others recognise the litter that they may have lost.
4. Continue to locally support litter awareness campaigns and report incidents of fly tipping e.g. garden waste from shoreside properties.

4.2.4 Dredging and Spoil Disposal

Present Situation:

Maintenance dredging takes place within the estuary approximately every 5 years on an 'as required' basis. Water agitation is the presently preferred method employed in order that spoil is either carried out of the harbour using tidal flushing or is re-deposited on existing mud flats within the estuary.

Objective:

To limit wherever possible the impact caused by dredging and disposal on marine wildlife and habitats.

Target:

1. Procedures to be followed during all dredging works

These are:

- (a) Timing of dredging works to ensure minimal adverse environment impact.
- (b) Dredging methods should take into account likely waterborne movement of disturbed sediment, which should be kept to a minimum.
- (c) Pre- and post- dredging surveys to baseline and measure the effect of dredging, and monitoring of works to ensure that suspended sediment is not adversely affecting surrounding habitats.
- (d) Alternative methods of spoil disposal other than tidal flushing should be considered at the planning phase in partnership with relevant authorities.

Dust Control

Present Situation:

Activities which create dust occur infrequently. Dust extractors with filter boxes are located within the Harbour Workshops. Other traders, particularly along Island Street, also undertake activities which create dust but these are not within the Harbour Authority's control.

Objective:

To improve the quality of the environment by minimising dust pollution from harbour activities.

Target:

To keep the production of dust to a minimum. Seek help from the relevant advisory authorities where dust from third parties is causing a nuisance.

4.2.5 Oil/Fuel Contamination into the Harbour

Present Situation:

Harbour Authority activities with the potential to release oil/fuel contamination into the harbour include re-fuelling, wash-down in maintenance areas, and from waste oil storage areas. In all cases, adherence to work practises should eliminate this risk. Hydrocarbons are a significant issue affecting the health of the natural environment, including many commercially important fisheries.

Objective:

To reduce wherever possible any oil/fuel contamination from land based sources or from vessels.

Targets:

1. Activities which contain risk of potential oil/fuel contamination which are carried out by Harbour Staff on vessels and vehicles will be done with due regard to operational procedures to minimise the risk of a spill entering the estuary.
2. A programme to initiate awareness in land and vessel fuelling operators of the effects of hydrocarbon spillages on water quality will be ongoing. HA will set high standards by example and strongly discourage the complacency of spills during refuelling operations by harbour users.

3. Regular in-house and participant reviews of the Oil Pollution Contingency Plan to ensure that roles and procedures are understood by all will be undertaken every six months.
4. All oil and oil/water from all HA maintenance activities will be recycled.
5. Efforts to limit oily waste run-off from quays and maintenance areas will be continued.

4.2.6 Control of shellfish/fish waste into the harbour

Present Situation:

Both shell fish (predominantly crab) and wet fish are landed in Salcombe. Additionally, some shell fish are temporarily kept in under-water storage cages. Although infrequent, dead crabs are sometimes discarded in the vicinity of the storage cages or alongside the Fish Quay, which is a form of pollution within the harbour and of concern to visitors finding decaying crabs along the shores.

Objective:

To ensure that organic waste from fish catching and processing activities does not make its way into harbour waters.

Targets:

1. Fishermen and their transport contractors will continue to be discouraged from dumping dead crab anywhere into the harbour.
2. Bye-laws regarding dumping into the harbour will be enforced.

4.2.8 Use of biocide and anti-fouling agents

Present situation:

1. An approved algae clearing agent is currently used on harbour slipways, ladders, steps etc., to control slip hazard algae and other marine growths.
2. Herbicides for weed control are used within the harbour land area – as approved for use near to watercourses.
3. The application, polishing and removal of antifouling is permitted at the 'scrubbing grid' at Batson and, although not permitted, may infrequently occur by vessels using the pilings and slipway at Kingsbridge.

Objective:

To minimise from the harbour area the amount and use of all toxic substances which are detrimental to marine life and to the atmosphere.

Targets:

1. The minimum amount and use of algae cleaning solution is to be used to effect cleaning of harbour infrastructure.
2. The use of herbicides around the harbour will be reduced with the aim of replacing herbicides with other methods of weed control. The Harbour Authority will keep abreast of environmentally sustainable herbicide developments and practices, and purchase and manage practices accordingly.
3. The Harbour Authority will keep abreast of environmentally sustainable antifouling developments and practices, and purchase and manage practices accordingly. (All antifouling paints used by the Harbour staff are of a non TBT nature).
4. The Harbour Authority will continue in raising awareness of the toxic and persistent nature of many antifoulants within the marine environment. The Harbour Authority will support, observe and encourage the current best practices of antifouling use by all vessels within the Harbour.

4.2.9 Screening of Suppliers**Present Situation:**

The major products currently purchased are wood pontoon decking, chain, paints, solvents, emulsifiers and paper.

Objective:

To ensure that purchased products or services are not directly or indirectly damaging the environment and those suppliers are not contributing to destructive practises.

Targets:

1. A programme of awareness for employees, which will encourage the purchase, and use of 'environmentally friendly' products will be ongoing.
2. Suppliers will be chosen wherever possible who are carrying products which are, so far as possible, sustainably resourced and/or which have the least environmental impact.

4.2.10 Recycling**Present Situation:**

Recycling is encouraged and facilities are provided at the Visitors' Pontoon, off Normandy Pontoon and at Batson.

Objective:

To increase, wherever possible and practicable, the proportion of materials recycled.

Targets:

1. Increase the scope of recycling facilities (eg introduce battery recycling etc).

4.2.11 Recreational Disturbance to Wildlife Flora and Fauna

Present Situation:

Marine activity can disturb the wildlife present within the estuary and the Harbour Authority, in partnership with other organisations, actively encourages a balance of sustainable use and enjoyment of the estuary. To celebrate this, Frogmore creek is designated as a 'quiet creek' where boat users are encouraged to watch and enjoy the wildlife whilst taking actively minimising their disturbance - there are plans to expand this to other areas. An eco-mooring trial is taking place to see if innovative mooring solutions can minimise and reduce seabed 'scour' and the disturbance of the rich community the seagrass supports.

Objectives:

To respect the nature of the estuary and further reduce disturbance to wildlife within it.

Targets:

1. Continue to educate the public on the potential impact of their activities on wildlife, flora and fauna in partnership with AONB Estuaries Officer and local stakeholders.
2. Consider designating more areas as 'quiet' areas or creeks.
3. Monitor the effectiveness of the ongoing 'eco-mooring' trial and investigate other alternatives.
4. Manage the navigation of vessels when cetaceans are present within the harbour and report those suspected of reckless harassment

4.2.12 Resource Consumption - water, electricity & fuel

Present Situation:

Records are maintained for the consumption of electricity, water and fuel. Whenever possible, journeys by vehicles and boats are kept to the minimum in line with the efficiency of the service.

Objective:

To minimise the use of resources without reducing service levels.

Targets:

1. All water, electricity and fuel consumption will be recorded and monitored in order to give a clear understanding of the consumption levels by the Harbour Authority and to check for any leaks.
2. All staff will be briefed on energy efficiency at regular intervals and encouraged to actively reduce energy consumption in their operations.
3. Through-life resource consumption will be a consideration during equipment acquisition (eg selecting fuel efficient models or buying smaller engines).
4. Encourage the public to conserve water, particularly on the pontoons.

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**Environmental
Management Programme**

IMPLEMENTATION AND OPERATION

The Harbour Master is responsible for the overall implementation and operation of the Environmental Management System.

All staff are encouraged and expected to make positive contributions to improving sustainability and managing environmental impacts when delivering services. This may be through day to day activities, during team meetings or through specific improvement projects.

In particular all staff should:

- Ensure that they comply with environmental procedures and that pollution of air, land or water does not occur as a result of their work;
- Consider the sustainability of the way in which services are delivered

5.1 – SEWAGE DISCHARGES

5.1.1 Target 1: Wherever possible, SWW's upgrading and improvement of sewage pipelines, outfalls etc which are located within the estuary will be actively encouraged and supported.

Task	Responsibility
1 Assist the sewage authorities by giving specialist local advice, production of LNTM and other local information where required for any new sewage pipelines, outfalls, storm overflows etc	Harbour Master

5.1.2 Target 2: Vessels will continue to be encouraged to use the land-based waste ablutions or internal holding tanks while within the estuary.

Tasks	Responsibility
1 Inform/update vessels when interacting with crew eg when they take up mooring	All harbour staff
2 Incorporate policy into all relevant documentation	Admin staff
3 Follow up any complaints regarding discharges into the harbour	Afloat staff
4 Consider withdrawing mooring facilities following wilful non-compliance	Harbour Master

5.1.3 Target 3: Wider public awareness campaigns that encourage all aspects of water conservation such as the RYA's Green Blue and the Phosphate Free Salcombe will be actively supported.

Tasks	Responsibility
1 Regular referral to issues and campaigns on social media and during other media interactions and harbour literature	Harbour Master
2 Raise awareness during routine dealings with customers eg during reception, allocation of mooring or collection of fees	Afloat staff
3 Ensure leaflets and other documentation made available and proactively distributed.	Admin staff

5.1.4 Target 4: Opportunities to develop chemical wc and toilet disposal sites to be identified

Task	Responsibility
1 Consider development of facilities during infrastructure development projects	Harbour Master

5.2 - ANCHORING AND MOORING POLICY

5.2.1 Target 1: Vessels will continue to be discouraged from anchoring in the more sensitive parts of the estuary

Tasks	Responsibility
1 Provision of designated safe anchoring sites within estuary marked on charts and other literature	Harbour Master
2 Areas where anchoring is prohibited to be marked on charts and other literature	Harbour Master
3 Advice to boat owners whenever possible	All staff

5.2.2 Target 2: Regular seabed surveys will continue.

Task	Responsibility
1 Actively support SSSI seabed monitoring surveys instigated by Natural England	Harbour Master

5.2.3 Target 3: Reduce the impact of Harbour moorings on the seabed environment to a sustainable minimum.

Task	Responsibility
1 Harbour will continue to explore methods and systems to further reduce the impact of its moorings on the seabed environment.	Harbour Master
2 Harbour will endeavour to support and assist in the trialling and monitoring of new environmentally sensitive moorings with appropriate organisations.	Harbour Master

5.3 – LITTER CONTROL

5.3.1 Target 1: A programme of periodic ‘beach cleans’ by volunteers will continue under the leadership of the AONB Estuaries Officer to remove visible litter from beaches at low tide.

Task	Responsibility
1 Liaison with volunteer groups	Estuaries Officer

5.3.2 Target 2: Assess the effectiveness of the ports litter collection facilities and ensure their correct strategic placement.

Tasks	Responsibility
1 Monitor use of collection facilities afloat and ashore	AHM (L&M)
2 Liaise with Town Council to identify perceived problems early	Harbour Master

5.3.3 Target 3: Members of the harbour staff to collect any non-biodegradable waste items found within the estuary.

Task	Responsibility
1 Harbour staff collect and correctly dispose of any non-biodegradable waste items found in the estuary	All staff

5.4 – DREDGING AND SPOIL DISPOSAL

5.4.1 Target 1: Procedures to be followed during all dredging works.

Tasks	Responsibility
1 Schedule the timing of dredging operations to minimise environmental disruption or damage	Harbour Master
2 Select dredging method which causes least disturbance to the	Harbour Master

sediment or spoil receiving environments

- | | | |
|---|--|-------------------|
| 3 | Conduct appropriate monitoring before, during and after dredging | Survey contractor |
|---|--|-------------------|

5.5 – DUST CONTROL

5.5.1 Target 1: To keep the production of dust to a minimum

Task	Responsibility
1 Assess all works to determine likelihood of dust production and take measures to reduce or control dust	All staff
2 Harbour Authority to manage dust producing activities within its jurisdiction	Winter storage staff
3 Seek assistance of relevant regulatory authority where nuisance dust is observed	All staff

5.6 – OIL/FUEL CONTAMINATION INTO THE HARBOUR

5.6.1 Target 1: Activities which contain risk of potential oil/fuel contamination which are carried out by Harbour staff on vessels and vehicles will be done with due regard to operational procedures to minimise the risk of a spill entering the estuary.

Tasks	Responsibility
1 Staff to be trained in refuelling procedures and oil spill contingency procedures	AHM (L&M)
2 Absorbent material to be readily available during fuelling operations	All staff

5.6.2 Target 2: A programme to initiate awareness in land and vessel fuelling operators of the effects of hydrocarbon spillages on the water will be ongoing

Tasks	Responsibility
1 Liaise with fuel contractor (Yeowards) to ensure that they have correct training, equipment and procedures in place to minimise or rectify any oil spills	Harbour Master
2 Discourage boat users from using 'jerry cans' to refuel	All staff
3 Run public awareness campaign which highlights importance	Harbour Master

of promptly reporting any spills, even minor ones

- | | | |
|---|--|-----------|
| 4 | Staff to assist harbour users in refuelling difficulty and seek assistance of relevant regulatory authority where reckless spillages occur | All staff |
|---|--|-----------|

5.6.3 Target 3: Regular in-house and participant reviews of the Oil Spill Contingency Plan to ensure that the roles and procedures are understood by all will be undertaken every six months

Task	Responsibility
1 Training regime to be scheduled accordingly	AHM (L&M)

5.6.4 Target 4: All oil and oil/water from HA maintenance activities will be recycled

Task	Responsibility
1 Disposal of oil/fuel to be in accordance with correct disposal procedures	All staff

5.6.5 Target 5: Efforts to limit oily waste run-off from quays and maintenance areas will be continued.

Tasks	Responsibility
1 Encourage boat users to make correct use of the scrubbing grid	All staff
2 Staff to follow correct maintenance and wash-down procedures	All staff

5.7 – CONTROL OF SHELLFISH/FISH WASTE INTO THE HARBOUR

5.7.1 Target 1: Fishermen and their transport contractors will continue to be discouraged from dumping dead crab anywhere into the harbour.

Tasks	Responsibility
1 Ensure that existing facilities are used by fishermen in the correct manner.	All staff
2 Monitor correct usage of disposal facilities for organic waste	All staff

5.7.2 Target 2: Bye-laws regarding dumping into the harbour will be enforced.

Byelaws will be implemented and enforced to ensure that there is no dumping of fish waste in the harbours.

	Tasks	Responsibility
1	Observe vessels alongside and check Fish Quay (especially at low water) to ensure no waste is being disposed of into the water	AHMs & Afloat staff
2	Ensure provision of waste disposal facilities is adequate	AHM (L&M)
3	Monitor, educate and if necessary enforce bye-laws and MARPOL regulations, and involve Food Standards Agency.	AHM/HM

5.8 – USE OF BIOCIDES AND ANTI-FOULING AGENTS

5.8.1 Target 1: The minimum amount and use of algae cleaning solution is to be used to effect cleaning of harbour infrastructure

	Tasks	Responsibility
1	Supplies of cleaning solution will be regularly reviewed and updated to use the most environmentally sustainable and effective types	AHM(L&M)
2	Monitor cleaning solution usage rates and remind staff to use minimum necessary	AHM(L&M)
3	Consider other means, eg manual cleaning, pressure washing etc as an alternative	All staff

5.8.2 Target 2: The use of herbicides around the harbour will be reduced with the aim of replacing herbicides with other methods of weed control.

	Tasks	Responsibility
1	Supplies of herbicide will be regularly reviewed and updated to use the most environmentally sustainable and effective types	AHM(L&M)
2	Monitor herbicide usage rates and remind staff to use minimum necessary – all relevant staff to be suitably trained	AHM(L&M)
3	Consider other means, eg manual weeding or weed-resistant plants as an alternative to herbicide use	All staff

5.8.3 Target 3: The Harbour Authority will keep abreast of environmentally sustainable antifouling developments and practices, and purchase and manage practices accordingly. (All antifouling paints used by the Harbour staff are of a non TBT nature).

	Task	Responsibility
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- | | | |
|---|--|----------|
| 1 | Supplies of anti-fouling agents will be regularly reviewed and updated to use the most environmentally sustainable and effective types | AHM(L&M) |
|---|--|----------|

5.8.4 Target 4: The Harbour Authority will continue in raising awareness of the toxic and persistent nature of many antifoulants within the marine environment. The Harbour Authority will support, observe and encourage the current best practices of antifouling use by all vessels within the Harbour.

Task	Responsibility
1 The Harbour Authority will encourage the use of its Batson Quay hull wash-down facility by all appropriate vessels	AHM(L&M)
2 Vessels engaged in antifouling works away from the Harbour's wash-down facility will be required to take all reasonable steps to contain and retrieve all antifoulant waste and dispose of it responsibly.	AHM(L&M)
3 The Harbour Authority will make appropriate use of its outreach media to raise awareness about the issue of antifoulants within the marine environment and the consequent costs involved to harbour users.	AHM(L&M)

5.9 – SCREENING OF SUPPLIERS

5.9.1 Target : A programme of awareness for employees, which will encourage the purchase, and use of 'environmentally friendly' products will be ongoing.

Tasks	Responsibility
1 Encourage staff to propose 'environmentally friendly' methods, procedures and products with to conduct our business	All staff
2 Wherever practical environmentally friendly products will be trialled to determine their effectiveness and suitability for the task	AHM(L&M)
3 Consider the use of recycled or reconditioned materials/equipment and seek to recycle redundant materials/equipment where practical	HM/AHMs

5.9.2 Target 2: Suppliers will be chosen wherever possible who are carrying products which are, so far as possible, sustainably resourced or which have the least environmental impact

Tasks	Responsibility
1 Require suppliers to make their environmental policy available	HM/AHMs

- 2 Obtain H&S/COSHH sheets for all products where available HM/AHMs

5.10 – RECYCLING

5.10.1 Target 1: Increase the scope of recycling facilities (eg introduce battery recycling etc).

Tasks	Responsibility
1 Periodically review existing recycling facilities and consider increasing reception where demand exists	HM/AHMs
2 Periodically review need for further types of recycling (eg batteries, used printer cartridges etc)	HM/ AHM (Admin)

5.11 – RECREATIONAL DISTURBANCE TO WILDLIFE, FLORA AND FAUNA

5.11.1 Target 1: Continue to educate the public on the potential impact of their activities on wildlife, flora and fauna in partnership with AONB Estuaries Officer and local stakeholders

Tasks	Responsibility
1 Provide information through literature (harbour guide, leaflets etc), press/social media and face to face interaction	All staff
2 Ensure adequate supplies of leaflets etc in the harbour office	Harbour office staff
3 Support activities and awareness campaigns led by the Estuaries Officer	All staff

5.11.2 Target 2: Consider designating more areas as ‘quiet’ areas or creeks.

Task	Responsibility
1 Review, in liaison with Harbour Board, estuary forum, Natural England, SHDC and others, existing ‘quiet’ areas and propose extensions as need/opportunity arises	HM
2 Educate the public of their impact on quiet areas	Afloat staff
3 Continue the ‘be wake aware’ campaign	HM
4 Promote the harbour as a Local Nature Reserve and as a quiet	HM

water-sports destination

5.11.3 Target 3: Support and monitor the effectiveness of the ongoing 'eco mooring' trial and investigate other alternatives.

Task	Responsibility
1 Incorporate survey of eco-mooring trial into routine seagrass surveys	HM/ AHM(Moorings)
2 Support eco-mooring trials where practical and in partnership with relevant organisations	HM/ AHM(Moorings)
3 Seek to reduce the seabed scour of existing moorings wherever practical, e.g. replacing annual moorings on the same footprint	HM/ AHM(Moorings)

5.11.4 Target 4: Manage the navigation of vessels when cetaceans are present within the harbour and report those suspected of reckless harassment

Task	Responsibility
1 Advertise and encourage the current best practice evolution of the Marine Animals Code-of-Conduct	HM
2 Actively manage the navigation of vessels when cetaceans are present and vessels are in danger of recklessly harassing the animals against the CROW Act legislation.	All staff

5.12 – RESOURCE CONSUMPTION - WATER, ELECTRICITY & FUEL

5.12.1 Target 1: All electricity and fuel consumption will be recorded and monitored in order to give a clear understanding of the consumption levels within the Harbour Authority and to check for any leaks.

Task	Responsibility
1 Record all electricity, water and fuel consumption	AHM (L&M)
2 Educate and if necessary intervene where HA provided resources are being used inefficiently by staff or the public	All staff

5.12.2 Target 2: All staff will be briefed on energy efficiency at regular intervals and encouraged to actively reduce energy consumption in their operations.

Task	Responsibility
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- | | | |
|---|---|-----------|
| 1 | Incorporate energy efficiency into routine discussions and briefs eg tool-box briefings | AHMs |
| 2 | Adopt energy efficient measures eg turning off PCs at night etc | All staff |

5.12.3 Target 3: Through-life resource consumption will be a consideration during equipment acquisition (eg selecting fuel efficient models or buying smaller engines).

Task	Responsibility
1 Resource efficiency should be taken into account during acquisition considerations as well as the initial procurement costs, to determine approximate 'through life' energy consumption.	HM/ AHM (L&M)

5.12.4 Target 4: Encourage the public to conserve water, particularly on the pontoons

Task	Responsibility
1 Add 'push button' taps onto pontoon hoses	AHM (L&M)
2 Brief permanent and seasonal staff to monitor water use by the public, taking action to prevent needless waste (eg unattended hoses)	AHMs, All staff

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AGENDA
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SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM
9

NAME OF COMMITTEE	Salcombe Harbour Board
DATE	20 April 2015
REPORT TITLE	Matters of topical interest
REPORT OF	Salcombe Harbour Master
WARDS AFFECTED	All South Hams

Summary of Report

This report updates the Harbour Board on matters of topical interest.

RECOMMENDATION

That the Harbour Board RESOLVES to note the report.

Officer contact:

Adam Parnell – 01548 843791 (Internal 7104)

1. BACKGROUND

1.1 The Harbour Board wishes to be kept abreast of topical issues.

2. TOPICAL HARBOUR ISSUES

2.1 Port User Group (PUG) feedback

2.1.1 The inaugural PUG took place 19th March. It was well attended with representatives from all existing harbour fora as well as the Salcombe Yacht Club.

2.1.2 The PUG endorsed their draft Terms of Reference and selected Mr Michael Astill as their Chairman. They also held a wide-ranging discussion on harbour issues which included:

- Enforcing the use of navigational lights at night;
- Marking of spanning lines on fore-and-aft moorings to make them more visible, especially to dinghy sailors;

- Encouraging 'wake awareness' as well as adherence to speed limits;
- Inviting representation from the sea angling community; and,
- The poor position of advertising hoardings in Whitestrand.

2.2 Shadycombe pontoon replacement

2.2.1 Shadycombe pontoon was replaced by Walcon at the end of March.

2.3 Update on ex-ICC(Salcombe)

2.3.1 The new owners of what used to be known as ICC(Salcombe) have confirmed their intention to continue to run a sailing school. As this is substantially the same business as before, they are allowed under the existing Moorings Policy to continue to enjoy the moorings on which the assets that they bought were attached (17 moorings in all). They have proposed that they surrender these moorings and install a 25m pontoon in lieu, to which the dinghies can be moored. This will substantially reduce their footprint and will make entering and exiting the dinghies safer. The Harbour Master is in favour of this arrangement, subject to the new owners obtaining the required MMO consent.

2.4 Harbour Office IT

2.4.1 The Harbour IT is currently obsolete and suffering a number of issues related to reliability, speed, functionality and availability. Discussions with SHDC IT department are ongoing however it is becoming clear that migrating to a 'stand alone' network may provide a more optimal solution. Although this could have financial implications (it is estimated that the procurement of a new telephone system, WiF and a stand-alone PC network) could cost in the region of £6,000 however running costs would be lower and the 'recharge' back to the IT department would very likely be much reduced, resulting in net savings in the long term.

2.4.2 Initially, it is intended to procure a new telephone system to replace the existing one which is obsolete and for which spares are becoming very difficult to find. This is expected to cost £900 with monthly costs of approximately £50 vice the £90 currently paid. This will also create a wi-fi network in the Harbour Office and Workshops for the synchronising of the hand-held tablets used by the moorings officers and in the boat park, thus fulfilling a longstanding IT requirement.

3. LEGAL IMPLICATIONS

3.1 This report has no legal implications.

4. FINANCIAL IMPLICATIONS

4.1 Procurement of a new telephone system will cost approximately £900.

5. Risk Assessment

5.1 The risk management implications are:

Risk/Opportunity	Risk Status			Mitigating and Management Actions
	Impact/Severity	Likelihood/Probability	Risk Score	
The Harbour Authority strives to deliver an improve service to harbour users.	3	2	6	Topical items will be brought to the Board as they arise. The objective being a better service in a safe environment for estuary users.
Obsolete and lacking IT decreases staff productivity and makes interaction with the public more difficult	3	4	8	Phased procurement of new, reliable, fast IT will ameliorate existing problems

Corporate priorities engaged:	Community Life. Economy.
Statutory powers	The Pier & Harbour (Salcombe) Order Act 1954
Consideration of equality and human rights:	None
Biodiversity considerations:	None
Sustainability considerations:	None
Crime and disorder implications:	None
Background Papers:	Nil
Appendices attached:	Nil

Adam Parnell
Harbour Master

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AGENDA
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SOUTH HAMS DISTRICT COUNCIL

AGENDA
ITEM
10

NAME OF COMMITTEE	Salcombe Harbour Board
DATE	20 April 2015
REPORT TITLE	Matters For Future Consideration
REPORT OF	Salcombe Harbour Master
WARDS AFFECTED	All South Hams

Summary of Report

To highlight 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 is a standing agenda item.

2. MATTERS FOR FUTURE CONSIDERATION

2.1 Harbour Board Dates

2.1.1 Future Harbour Board meeting dates (subject to Council approval on 21 May 2015):

- 8 June
- 13 July (Annual Inspection)
- 28th September
- 2nd November
- 29th February 2016

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	Harbour Board Workshop
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. Harbour Board Workshop
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 annually by the designated person in December with results reported to the Board in February.

2.3.2 Compliance must be reported to the MCA every 3 years. The next report is due March 2018.

2.4 Long Term Security of Tenure

2.4.1 The next Harbour Board biannual workshop will be held Sept 15, 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 12. Constitution of the Salcombe Harbour Board (as adopted by Council on 25 Jun 09).
Appendices attached:	None

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**MINUTES OF THE MEETING OF
THE SALCOMBE HARBOUR BOARD
HELD AT CLIFF HOUSE, SALCOMBE ON MONDAY 20 APRIL 2015**

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

Item No	Minute Ref No below refers	Officers in attendance and participating
All agenda items		Salcombe Harbour Master, Executive Director Strategy and Commissioning and Member Services Manager

SH.49/14 MINUTES

The minutes of the meeting of the Salcombe Harbour Board held on 9 February 2015 were confirmed as a correct record and signed by the Chairman.

SH.50/14 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 Burrell, Mr Mackley, Mr Marriage, Mr Taylor, Mr Thomson 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.

SH.51/14 PUBLIC QUESTION TIME

There were no specific issues raised during Public Question Time although a representative of Kingsbridge Estuary Boat Club who attended the meeting commented on the good level of contact and communication between the Club and the Harbour Board.

SH.52/14 **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)

No update was given at this meeting.

Salcombe Kingsbridge Estuary Conservation Forum (SKECF)

The Forum was due to meet later that week.

South Devon & Channel Shellfishermen

The Shellfishermen had met for their AGM and there were no issues to be raised from that meeting, however, another Board Member asked that the Board note the change of regulations in respect of private pots.

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.53/14 **ADOPTION OF AN ENVIRONMENTAL MANAGEMENT SYSTEM**

The Board was presented with a report that proposed the adoption of an Environmental Management System (EMS). The Harbour Master introduced the report and advised that adoption of the system would ensure that environmental awareness was at the centre of Harbour activity.

Members of the Board strongly supported the adoption of the EMS and congratulated the Harbour Master on the award of EcoPort status.

It was then:

RESOLVED

That Council be **RECOMMENDED** to support and endorse the adoption of an Environmental Management System.

SH.54/14 **REPORT ON TOPICAL HARBOUR ISSUES**

A report was considered that outlined topical harbour issues that did not warrant their own report.

In discussion, reference was made to:-

- (a) feedback from the first meeting of the Port User Group. The Harbour Master advised that this Group consisted of the existing Harbour Community Fora and Salcombe Yacht Club, and would be used as a consultee in the drafting of any future Harbour directions;

- (b) the continuing programme of pontoon replacement;
- (c) the proposal in relation to installation of a new pontoon in lieu of surrendering the existing moorings for the new owners of the ICC (Salcombe). Members sought clarity on the proposal and generally confirmed their support, providing the proposal supported the provision of a safe environment for sailing school activity to continue, rather than specifically support one organisation over another;
- (d) Harbour office IT and telephony. The Harbour Master updated the Board on discussions with South Hams District Council IT specialists to upgrade the existing IT and telephony systems. He confirmed that the Board would have control over the website content.

It was then:

RESOLVED

That the report be noted and the Harbour Master be delegated authority to progress the proposal for a new 25m pontoon for the new owners of the ICC (Salcombe).

SH.55/14 **MATTERS FOR FUTURE CONSIDERATION**

A report was considered that highlighted matters for future consideration by the Board.

There being no matters to discuss, it was then:

RESOLVED

That the report be noted.

SH.56/14 **EXCLUSION OF PUBLIC AND PRESS**

It was then:

RESOLVED

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item of business as the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Act is involved.

SH.57/14 **REVIEW OF THE NOMINATED 'DESIGNATED PERSON'**

The Board considered an exempt report that reviewed the current choice and cost of the Designated Person.

It was then:

RESOLVED

That the situation regarding choice of Designated Person be noted and the Harbour Master directed to pursue alternative arrangements.

(Meeting commenced at 2.30 pm and concluded at 3.20 pm)

Chairman