

**MINUTES OF THE MEETING OF
THE SALCOMBE HARBOUR BOARD
HELD AT CLIFF HOUSE, SALCOMBE ON MONDAY 28 SEPTEMBER 2015**

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

Item No	Minute Ref No below refers	Officers in attendance and participating
All agenda items		Salcombe Harbour Master, Group Manager – Commercial Services, Finance Business Partner and Senior Case Manager

SH.11/15 MINUTES

The minutes of the meeting of the Salcombe Harbour Board held on 13 July 2015 were confirmed as a correct record and signed by the Chairman.

SH.12/15 DECLARATIONS OF INTEREST

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

Cllr Wright, Dr Harling, Mr Burrell, Mr Taylor and Mr Thomson all declared a disclosable pecuniary interest in all related agenda items by virtue of having moorings or paying harbour dues to the Council. As a result of the Solicitor granting each Board Member a dispensation, they were all able to take part in the debate and vote on any related matters (Minute SH.05/15 refers).

SH.13/15 PUBLIC QUESTION TIME

The following issues were raised during Public Question Time:

1. A representative from Kingsbridge Estuary Boat Club asked that the Club be included on the list of e-recipients who received a copy of the Salcombe Harbour Annual Report;
2. Mr Jonno Barrett updated the Board with the news that Mr Peter Goldsworthy had recently passed away. Mr Goldsworthy had been a Chair of the Estuary Association and had played an important role during the Municipal Ports review.

The Chairman thanked Mr Barrett for bringing this to the Boards attention and asked that the minutes reflect the appreciation of the Board for the work that Mr Goldsworthy had undertaken.

3. Mr Richard Martin updated the Board on the forthcoming visit in relation to the export of crab to China. Part of the process was to show that crab was wild and not farmed. The visit would be important to local trade. In replying to a query regarding any support that the Board could give, Mr Martin responded that the support offered so far had been more than adequate.

SH.14/15 **FEEDBACK FROM HARBOUR COMMUNITY FORUMS**

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

Salcombe Kingsbridge Estuary Association (SKEA)

There was no update to give at this meeting.

Salcombe Kingsbridge Estuary Conservation Forum (SKECF)

The Forum would be meeting later that week. The recent Bioblitz event had been successful.

South Devon & Channel Shellfishermen

The Shellfishermen had stated that they were comfortable with the recent changes.

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.15/15 **PROPOSED BUDGET FOR 2016/17**

The Board was presented with a report that sought a recommendation to Council in respect of the proposed 2016/17 budget. The Harbour Master introduced the report and highlighted the key areas of particular note. He responded to questions. The Finance Business Partner brought Members attention to the budget forecast which had been included in the agenda papers at the request of the Board. Members discussed the Marine Infrastructure Reserve and it was agreed that the Lead Specialist Assets should attend and present a report on infrastructure matters within the Salcombe Kingsbridge area at a future Board meeting. To conclude this item Members praised the work of the Finance team in producing the presented budget.

It was then:

RECOMMENDED

That Council be **RECOMMENDED** that the proposed 2016/17 budget set out within the presented agenda report be approved, subject to agreement of the fees and charges to enable a balanced budget.

SH.16/15 FEES AND CHARGES 2016/17

The Harbour Master presented a report that sought to recommend changes to the current charging policy and proposed fees and charges for implementation from 1 April 2016.

Members discussed the proposed charging strategy, particularly in relation to overnight berthing charges, and whether a percentage or flat fee increase would be more appropriate. During discussion, Members were mindful not to return to the days of the reputation of Salcombe being that of a 'rip off' destination. Members also noted that the forthcoming workshop event would present an opportunity for a more specific strategy to be produced.

It was then:

RECOMMENDED

That Council be **RECOMMENDED** that:-

1. the changes to the charging policy (set out in paragraph 3 of the presented agenda report) be approved; and
2. the proposed fees and charges (as presented in the Appendix to these minutes) be approved for implementation from 1 April 2016.

SH.17/15 ANNUAL REPORT

The Harbour Master presented a report that sought to publish the Annual Report which covered the period 1 April 2014 to 31 March 2015 and reported the progress made against the Board's Strategic Objectives up to 31 March 2015.

A Member asked that the report be forwarded to the yachting press.

It was then:

RESOLVED

That the Annual Report be published.

SH.18/15 PERFORMANCE INDICATORS

Members were asked to consider a report that proposed a revised set of Performance Indicators (PIs) and reported progress made in the first quarter of this financial year against both the proposed and existing PIs.

The Harbour Master introduced the report, and then advised Members that all PIs had either met or exceeded their target. He particularly drew attention to the visiting boat income. Members thanked the Harbour Master for the new format. The issue of speeding within the Harbour was also raised and the Harbour Master reiterated the importance of receiving a report at the time of the incident.

It was then:

RESOLVED

That the latest PIs be noted.

SH.19/15 EGREMONT

The Board was asked to consider a report that updated it on the situation regarding the MV Egremont and outlined potential future courses of action. The Trustee Chairman, Mr Martin, was in attendance, and at the invitation of the Chairman, updated the Board on the latest position. He advised that the process of making a bid to the Heritage Lottery Fund had now stopped. There was a plan of the work needed to be undertaken to make the ship secure and the Trust were working towards a spring departure.

Members had a detailed discussion and asked further questions of clarity of the Trust Chairman.

It was then:

RESOLVED

That the report be noted.

SH.20/15 SAFETY MANAGEMENT SYSTEM

The Harbour Master introduced a report that sought to update the Safety Management System for adoption by the Board in the role as the Harbour's 'duty holder'.

The Chairman advised that this was the first time that the document had been signed off by the new Designated Person. Members asked that the risk assessment be a topic for discussion at the forthcoming workshop.

It was then:

RESOLVED

That the updated Safety Management System be adopted.

SH.21/15 OPTIONS IN RELATION TO WIFI

The Board was asked to consider a report that provided an update on the provision of WiFi by the Harbour Authority and outlined potential alternatives.

The Harbour Master introduced the report and drew Members attention to the graph within the report that identified the pattern of WiFi take up over the year. Members agreed with the conclusions reached within the report and felt that visitors should be encouraged to come ashore to take advantage of WiFi hotspots.

It was then:

RESOLVED

That the report be noted.

SH.22/15 MATTERS OF TOPICAL INTEREST

Members were asked to consider a report that updated them on a number of issues of topical interest which did not merit a separate report in their own right. Several Members raised concerns and disappointment with the incidences of pollution in the estuary.

It was then:

RESOLVED

That the report be noted.

SH.23/15 MATTERS FOR FUTURE CONSIDERATION

A report was considered that highlighted matters for future consideration by the Board. Members were reminded that the workshop was to take place on 20 October 2015.

RESOLVED

That the report be noted.

(Meeting commenced at 2.30 pm and concluded at 4.15 pm)