

**MINUTES OF THE MEETING OF
THE SALCOMBE HARBOUR BOARD
HELD AT CLIFF HOUSE, SALCOMBE ON MONDAY, 7 NOVEMBER 2011**

Members in attendance			
* Denotes attendance		∅ Denotes apology for absence	
*	Cllr R J Carter (Chairman)	*	Mr J Barrett
*	Cllr M J Hicks	*	Mr T Bass
*	Cllr K R H Wingate	*	Dr C C Harling (Vice Chairman)
*	Cllr S A E Wright	*	Mr H Marriage
		∅	Mr M O'Brien
		∅	Mr P Waring

Item No	Minute Ref No below refers	Officers in attendance and participating
All agenda items		Head of Service (Salcombe Harbour) and Member Services Manager

SH.34/11 MINUTES

The minutes of the meeting of the Salcombe Harbour Board held on 26 September 2011 were confirmed as a correct record and signed by the Chairman.

SH.35/11 URGENT BUSINESS

The Chairman advised that there were two items of urgent business which he had agreed could be addressed later in the meeting. The first item being a request from Salcombe Delivery Company to the Harbour Master to trade, details of which would be given during Public Question Time (minute SH.37/11 below refers). Secondly, the Harbour Master had asked to present a late report on the recent fatality that had taken place in the harbour (minute SH.45/11 below refers).

SH.36/11 DECLARATIONS OF INTEREST

Members were invited to declare any interests in the items of business to be considered during the course of the meeting. These were recorded as follows:-

Cllr S A E Wright declared a personal interest in all agenda items by virtue of him having worked in a self employed capacity in the Harbour and also having a mooring.

SH.37/11 **PUBLIC QUESTION TIME**

Members of the public were in attendance and wished to utilise the public question time session.

A representative from the Kingsbridge Estuary Boat Club advised the Board of a recent visit from the Assistant Chief Constable (ACC) who was responsible for local policy and partnerships. Following concerns over the quality of marine crime reporting, the opportunity was taken to tell the ACC about how the Club had evolved and about the Boat Watch scheme. In addition, night vision equipment, which was often used, was demonstrated. The ACC advised that she could help with funding for further equipment. The ACC also indicated that she would like to take part in one of the Boat Watch events, and that she would take up the issue of marine crime reports.

A representative from the Salcombe Delivery Company outlined their proposals to offer a high quality grocery delivery service to visiting yachts. An approach had been made to the Harbour Master who was minded to give approval for the venture. Following the presentation, the Board agreed that they would also recommend support, therefore the Harbour Master advised that he would grant approval for one year.

SH.38/11 **FEEDBACK FROM HARBOUR COMMUNITY FORUMS**

The Board received verbal update reports from the Board Members who attended the Harbour Community Forums, during which reference was made to:-

Salcombe Kingsbridge Estuary Conservation Forum

The next meeting of the Salcombe Kingsbridge Estuary Conservation Forum was scheduled for 16 November 2011.

Salcombe Kingsbridge Estuary Association (SKEA)

There was no update from Salcombe Kingsbridge Estuary Association.

Kingsbridge Estuary Boat Club

There was no further update to that already given under Public Forum.

South Devon & Channel Shellfishermen

The South Devon & Channel Shellfishermen were waiting to hear the outcome of the bid for funding.

Kingsbridge and Salcombe Marine Business Forum

The comments of the Kingsbridge and Salcombe Marine Business Forum, in relation to the Strategic Business Plan, had been forwarded and a lengthy meeting had been held with the Harbour Master. Both public consultation events on the Strategic Business Plan had been attended.

SH.39/11 **REVIEW OF BYE LAWS ENFORCEMENT POLICY**

The Board considered a report which asked Members to review the enforcement policy for Harbour bye-laws.

The Harbour Master introduced the report and advised that it was timely to review to policy as it had now been in place for one year. During discussion, the Board asked for minor amendments to be made including that Paragraph 5 of the policy be amended to include a bullet point relating to attitude of offender (as well as explanation of offender).

It was then:

RESOLVED

That the Enforcement Policy be adopted as set out at Annex A to the presented report, subject to the minor amendments being incorporated as discussed at the meeting.

SH.40/11 **2011 OPINION METER SURVEY**

The Board considered the results of the 2011 Opinion Meter Survey.

The Harbour Master introduced the report and advised that a number of different formats had been used since 2008; this year the Opinion Meter had been set up in the Harbour Office and 360 responses had been received. He took Members through the report and noted the relevant points.

During discussion, the following points were raised:

- 58% of respondents had been victims of crime, but only 13% had reported it. This was not helpful as the Police were not getting a full picture of the numbers of crimes committed and this had resourcing implications;
- The Harbour Master drew attention to the percentage of visitors who had expressed dissatisfaction with their welcome. The Harbour Master felt that a training day might help which the Board supported;
- A Member raised the issue of the relationship between the Harbour authority and local residents, not just with visitors, and added that it was important that staff had the right tools and techniques to deal with difficult situations;
- Members of the Board noted the high percentage of visitors who said they would come back, and it was also stated that those totally satisfied would be unlikely to complete the survey at all;

- The Harbour Master added that some situations had arisen as a result of enforcing Board policies that had not been enforced for a number of years previously. In addition, there was a perception amongst a minority that the policies were not being enforced fairly;
- Finally, in terms of the survey for next year, the Harbour Master was asked not to change the questions to ensure consistency.

It was then:

RESOLVED

That:

- a. the report be noted;
- b. the contents of the report be considered when formulating policy for the future.

SH.41/11 PERFORMANCE MANAGEMENT

The Board considered a report which set out the Harbour's performance against agreed Performance Indicators (PIs).

During discussion, the following points were made:

- The Harbour Master advised the Board that the Chairman had been in correspondence with a gentleman who felt that further sanctions should be placed against those who had caused a collision but did not report them. The matter of unreported collisions was debated at great length, in particular the point that those responsible were often unknown as they had not reported the collision. There was also discussion about the harbour becoming busier and more congested, and the responsibility of other organisations in terms of education;
- The Harbour Master advised that sickness absence had an impact as he had only a small team of staff;
- The Board discussed visiting yacht numbers and how the trends had been changing, particularly in terms of family holidays, and how the harbour needed to be marketed according to changing habits;
- The Board was concerned at the levels of pollution affecting water quality and one Member was particularly concerned at the frequency with which South West Water pushed pollution into the estuary, as evidenced by their text alert service.

It was then:

RESOLVED

That the Harbour Performance against agreed Performance Indicators be noted.

SH.42/11 MATTERS FOR FUTURE CONSIDERATION

The Board considered a report which identified matters for future consideration by the Harbour Board.

The Harbour Master introduced the report, and advised Members that the report was self explanatory. He asked if, in view of the poor turnout at the Salcombe public consultation event on the Strategic Business Plan, he should arrange a second meeting. The Board advised that they did not feel this was necessary as all stakeholders had been invited to the event.

In terms of the recommendations, it was agreed that the working group meeting on 3 February 2012 would start at 1400 hours. The working group to look at the Moorings Policy would include Hugh Marriage, Kit Harling, Jonno Barrett, Cllr John Carter and Cllr Simon Wright.

It was then:-

RESOLVED:

- a. a Harbour Board working group meeting be held on 3 February to discuss the Strategic Business Plan Consultation Feedback; and
- b. a working group to review the Moorings Policy and lead the Consultation process be formed.

SH.43/11 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 items of business in order to avoid the likely disclosure to them of exempt information as defined in paragraphs 2 and 4 of Part 1 of Schedule 12A to the Act”;

SH.44/11 **MOORINGS POLICY ENFORCEMENT APPEALS**

The Board considered a report which reviewed a number of appeals from customers due to lose their moorings as they were no longer residents of the South Hams.

Each case presented to the Board was discussed on its own merits, and a decision reached on each one.

It was then:-

RESOLVED:

That the appeals in the Appendices to this report be ruled in line with the current Moorings Policy.

SH.45/11 **FATAL ACCIDENT – 23 OCTOBER 2011**

Having been invited by the Chairman, the Harbour Master introduced his urgent report into the fatality that had occurred on 23 October 2011. The Board discussed the report and agreed with the recommendations contained therein.

It was then:-

RESOLVED

That:

- a. the Harbour Master's report be forwarded to the Marine Accident Investigation Branch;
- b. all groups using the estuary be written to and reminded of their responsibility to own a current risk assessment and operating procedures;
- c. a Local Notice to Mariners be published annually, reminding harbour users that calls for the emergency services within the Harbour limits should be directed to the Coast guard;
- d. it be continued to be advocated that all harbour users wear life jackets or buoyancy aids when they go afloat.

(Meeting commenced at 2.30 pm and concluded at 4.30 pm).

Chairman