

# South Hams Salcombe Harbour Board



<b>Title:</b>	<b>Agenda</b>								
<b>Date:</b>	<b>Wednesday, 12th June, 2024</b>								
<b>Time:</b>	<b>2.30 pm</b>								
<b>Venue:</b>	<b>Cliff House, Salcombe</b>								
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> Cllr Long</p> <p style="text-align: center;"><b>Vice Chairman</b></p> <p><i>Members:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Ms K Allen</td> <td style="width: 33%;">Cllr McKay</td> </tr> <tr> <td>Cllr Bonham</td> <td>Mr A Owens</td> </tr> <tr> <td>Mr P Brown</td> <td>Mr C Plant</td> </tr> <tr> <td>Cllr Dennis</td> <td>Mr I Shipperley</td> </tr> </table>	Ms K Allen	Cllr McKay	Cllr Bonham	Mr A Owens	Mr P Brown	Mr C Plant	Cllr Dennis	Mr I Shipperley
Ms K Allen	Cllr McKay								
Cllr Bonham	Mr A Owens								
Mr P Brown	Mr C Plant								
Cllr Dennis	Mr I Shipperley								
<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.								
<b>Committee administrator:</b>	Democratic.Services@swdevon.gov.uk								

- 1. Apologies for Absence**
- 2. Minutes** **1 - 4**  
to approve as a correct record the minutes of the meeting of the Board held on 18 March 2024;
- 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**  
In accordance with the Code of Conduct, Members are invited to declare any Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable 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. Health & Safety Issues - Standing Agenda Item**
- 8. Draft Five-Year Strategic Business Plan and Moorings Policy** **5 - 50**
- 9. 2023/2024 Year End Financial Report** **51 - 62**
- 10. Harbour Master's Report - Standing Agenda Item**
- 11. Feedback from Harbour Community Forums**  
to receive verbal reports from Board Members who attend the Harbour Community Forums on behalf of the Board
- 12. Exclusion of Public and Press**  
to consider the following resolution to exclude the public and press:-  
  
“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 paragraph 3 of Part 1 of Schedule 12A to the Act”

<b>13.</b>	<b>Harbour Moorings Barge</b>	<b>63 - 76</b>
<b>14.</b>	<b>Salcombe Harbour Depot Project Closing Report</b>	<b>77 - 84</b>

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**MINUTES OF THE MEETING OF  
THE SALCOMBE HARBOUR BOARD  
HELD AT CLIFF HOUSE, SALCOMBE, ON MONDAY, 18 MARCH 2024**

<b>Members in attendance</b>			
* Denotes attendance		∅ Denotes apology for absence	
*	Cllr L Bonham	*	Ms K Allen
*	Cllr S Dennis	*	Mr P Brown
*	Cllr M Long (Chairman)	∅	Mr A Owens
*	Cllr J McKay	∅	Mr C Plant
		*	Mr I Shipperley
		*	Mr I Stewart

**Other Members in attendance and participating:**  
None

Item No	Minute Ref No below refers	Officers in attendance and participating
All agenda items		Director of Place & Enterprise; Salcombe Harbour Master; Marine Projects Officer; and Head of Democratic Services

**SH.24/23      APOLOGIES FOR ABSENCE**  
It was noted that apologies for absence for this Board Meeting had been received from Messrs Owens and Plant.

**SH.25/23      MINUTES**  
The minutes of the Salcombe Harbour Board meeting held on 13 November 2023 were confirmed as a true and correct record.

**SH.26/23      URGENT BUSINESS**  
There were no items of urgent business raised at this meeting.

**SH.27/23      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 was made:

Cllrs Bonham and Dennis and Ms Allen and Mr Stewart each declared a Disclosable Pecuniary Interest in all related agenda items by virtue of paying harbour duties. As set out at the previous Board meeting (Minute SH.3/23 refers), the Monitoring Officer had granted each of these Members a dispensation and they were therefore able to take part in the debate and vote on any related matters.

**SH.28/23      PUBLIC QUESTION TIME**  
In accordance with the Public Question Time Procedure Rules, there was one question raised to the Board.

**(a) Mr Tristan Stone**

Mr Stone provided some background information to the Board on his yawl vessel business. In so doing, Mr Stone informed the Board that he was now desperate for additional space within the Harbour to expand and set out the principles of a business proposal for which he was seeking Member support.

For clarity, Mr Stone recognised that his proposal was a sensitive one but he did confirm that he was fully prepared to take on sole responsibility for the associated financial and risk implications.

In conclusion, the Board highlighted the consequent economic benefits and was supportive and agreeable to the principle of the Harbour Master working through all aspects of the proposal with Mr Stone in an attempt to progress it.

SH.29/23

**HEALTH AND SAFETY ISSUES – STANDING AGENDA ITEM**

The Harbour Master advised that, as part of the drive to embed an even better Health and Safety culture within the Harbour Authority, it was intended that the Board would receive (on every meeting agenda moving forward) an update related to Health and Safety matters. In discussion, this initiative was welcomed by all Board Members.

SH.30/23

**HARBOUR MASTER'S REPORT – STANDING AGENDA ITEM**

The Harbour Master introduced a report to the Board that provided an update on a number of recent issues affecting the Harbour. In particular, the report provided specific updates on service performance; major projects; and other issues that impacted upon the Harbour.

In the ensuing discussion, particular reference was made to:

- (a) the draft Five Year Strategic Business Plan. Members noted that they would be in receipt of the draft Plan in the upcoming weeks to enable them to make comments and provide feedback to the Harbour Master prior to formal consideration by the Board;
- (b) the Commercial Units now being fully occupied and considered to be a huge success story;
- (c) the winter maintenance programme. When questioned, the Harbour Master informed that the inclement weather throughout the winter months had presented its challenges and had resulted in the Harbour Authority being two weeks behind schedule in its vessel re-launch programme;
- (d) the enormity of the Harbour Depot project was recognised by both the Board and the Harbour Master;
- (e) the onus being placed upon growing the existing talent within the Harbour Authority workforce was welcomed;
- (f) confirmation that there was scope to add projects to the Council's Capital Programme; **Page 2**

- (g) the recommendations generated by the recent Internal Audit. Members felt that the Harbour Authority should be very proud of receiving such a positive Internal Audit.

SH.31/23

### **MARINE DECARBONISATION PRESENTATION**

The Board received a presentation from the Council's Marine Projects Officer titled: 'Marine Decarbonisation Activity'.

Upon the conclusion of her presentation, the Officer committed to providing a copy of the slides to all Board Members. Following a specific request, it was agreed that an additional slide should be incorporated that included a picture of a battery cabinet (with reference to the 'Electric Seaway' (rapid charger) project).

In discussion, reference was also made to:

- (a) reducing carbon emissions through the Salcombe Water Taxi. In terms of next project steps, Members were informed that a feasibility sea trial would be carried out;
- (b) the siting of a battery cabinet. It was noted that the siting would require planning permission and Members emphasised the importance of undertaking an extensive community consultation exercise;
- (c) battery charging technology. The officer informed that battery charging technology was evolving quickly and the Board commended the fact that the project was externally funded. As a general trend, Members anticipated that there would be an influx of electric boat visitors to the Harbour and the importance of adequate charging provision was therefore emphasised;
- (d) the progress being made on the Harbour Carbon Footprint Study was welcomed;
- (e) the role of the Marine Projects Officer. Members were grateful for the tireless work of the Officer and, in highlighting that the post was very much a trailblazer role, made reference to other local authorities who were now looking to recruit to a similar post.

In conclusion and, on behalf of the Board, the Chairman thanked the Officer for such an interesting and informative presentation.

SH.32/23

### **WATER QUALITY UPDATE**

The Chairman informed the Board that there was still further information to obtain before the Working Group was re-convened. Once the Working Group had been able to meet, it was then intended that its final recommendations would be presented to the next scheduled formal Board meeting.

SH.33/23 **HARBOUR WORKSHOP: PROJECT UPDATE**

Officers informed that the Harbour Workshop project was now at its closing stages and an officer meeting was to be held imminently that would specifically focus on the length of time taken and lessons to be learned.

As had been stated earlier in the meeting (Minute SH.30/23 above refers), Members acknowledged that this project had been far from straightforward and, as a result, wished to put on record their thanks to all officers who had been involved.

SH.34/23 **FEEDBACK FROM HARBOUR COMMUNITY FORUMS**

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

**Salcombe Kingsbridge Estuary Conservation Forum (SKECF)**

The representative informed that, upon the conclusion of the next SKECF meeting, any relevant updates would be forward to Board Members.

**South Devon & Channel Shellfishermen**

The representative advised that the Shellfishermen were generally content.

**Kingsbridge and Salcombe Marine Business Forum**

It was noted that the representative had committed to circulating an update to Board Members outside of this meeting.

**Kingsbridge Estuary Boat Club (KEBC)**

It was noted that the Club had formally invited the Harbour Master to attend its next meeting.

(Meeting commenced at 2:30 pm and concluded at 4.25 pm)

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Chairman



Report to: **Salcombe Harbour Board**  
Date: **12 June 2024**  
Title: **Moorings Policy 2025 consultation**  
Portfolio Area: **Salcombe Harbour**  
Wards Affected: **All**  
Urgent Decision: **N** Approval and clearance obtained: **Y**

Author: **Cameron Sims-Stirling** Role: **Harbour Master**

Contact: Tel: **01548 843791**  
Email: **cameron.sims-stirling@swdevon.gov.uk**

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## **Recommendation:**

**That the Harbour Board AGREES to a public consultation on the draft Moorings Policy 2025 at Appendix 1**

### **1. Executive summary**

- 1.1 The Moorings Policy is reviewed every 5 years and the last version is dated 1 April 2019. A draft of a proposed 2025 version is at Appendix 1.
- 1.2 When the Harbour Office issues mooring licences it routinely sends a copy of the terms and conditions which formed the appendices to the previous Moorings Policy. However, in recent years, it has become the practice to issue a link to the whole Moorings Policy together with its appendices.
- 1.3 This version of the Moorings Policy has therefore been re-ordered and extensively re-drafted to bring the previous terms and conditions into the main body of the Moorings Policy. Not least because the former appendices were framed in traditional legal language, this has entailed considerable re-phrasing. However there are only relatively minor adjustments in policy.

## 2. Background

- 2.1 There have been three versions of the Moorings Policy in this format and all the previous versions have had three appendices, two of which probably date back to the 1960s and possibly much longer.
- 2.2 The attached draft brings the appendices into the main body of the policy and, not least by the modernisation of the legal language, makes for a shorter and more easily understood document.
- 2.3 The main changes from the 2019 version are set out below:
- An explanatory preamble, which will be much shorter after the consultation
  - The term “Harbour Authority” is used throughout (instead of “The Council”) when the Council is acting as the Harbour Authority
  - The term “licence holder” replaces licensee, owner or keeper throughout
  - Less frequent use of the term “estuary” since the Harbour is the legal entity
  - Incorporation of a reference to the possibility of a Harbour Revision Order during the lifetime of this Moorings Policy (para 1.5)
  - Change of “will” to “may” in para 6.5.a to make it consistent with para 1.8
  - The commercial surcharge can now be varied (para 6.7)
  - Definition added to prohibition of residence afloat (para 7.29)
  - Laying up requires permission of the Harbour Master (para 7.32)
  - What used to be called ‘Mooring Licences’ are now called ‘Privately-maintained mooring licences’ (section 8)
  - Reference to reporting mooring faults or failures to the Harbour Board to reflect current practice (para 8.6)
  - Addition of “or pollute the Harbour” in para 9.1.ii
  - Addition of “local communities” to para 9.1.iii
  - Reference to the Harbour’s Enforcement Policy (para 9.2)

- Email added to para 9.3
  - Visiting vessels with nobody sleeping aboard (para 10.9)
  - The need to fly Flag Q if entering from abroad (para 10.11)
- 2.4 The Board is recommended to agree that this draft (or a very similar draft) is published for public consultation over the summer so that responses can be considered at a Harbour Board meeting in the autumn and signed off in time for the revised policy to come into effect on 1 January 2025.
- 2.5 Over the summer we will:
- i. post the draft on the Harbour website before the end of June;
  - ii. notify consultees and invite responses;
  - iii. clear the draft with legal advisers;
  - iv. clear the draft with the designated person under the Port Marine Safety Code;
  - v. keep open the possibility of adjusting the draft on the website in the light of the responses received.

### 3. Outcomes/outputs

The timetable should allow adequate time for the revised policy to be able to come into effect on 1 January 2025.

### 4. Options available and consideration of risk

There are no obvious risks to this approach.

### 5. Proposed Way Forward

Subject to the Board's agreement, to post a draft of the proposed Moorings Policy 2025 on the Harbour website.

### 6. Implications

Implications	Relevant to proposals Y/N	
Legal/ Governance		The draft replicates all the references to legislation relating to the Harbour which have been in previous Mooring Policy documents, so there should be little difference if any. However, this version has not yet been cleared with legal advisers.
Financial implications to		There are no financial implications in going out to consultation and the new version should be easier

include reference to value for money		for the public to understand and the staff to administer.
Risk		There are no obvious risks
Supporting Corporate Strategy		An up-to-date Moorings Policy has always been a key priority for the Harbour Authority
Climate Change - Carbon / Biodiversity Impact		None
<b>Comprehensive Impact Assessment Implications</b>		
Equality and Diversity		No implications
Safeguarding		No implications
Community Safety, Crime and Disorder		This version has been drafted to make it clearer and easier to enforce.
Health, Safety and Wellbeing		None
Other implications		None

<b>Process checklist</b>	<b>Completed</b>
Portfolio Holder briefed/sign off	<b>Yes/No</b>
SLT Rep briefed/sign off	<b>Yes/No</b>
Relevant Heads of Practice sign off (draft)	<b>Yes/No</b>
Data protection issues considered	<b>Yes/No</b>
Accessibility checked	<b>Yes/No</b>



**South Hams  
District Council**

Improving the well-being of the people of the South Hams

**Salcombe Harbour Authority**

# **Moorings Policy 2025**

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## **Preamble**

### ***(i) Review of policy***

The Harbour's moorings policy is reviewed every five years, but any urgent issues are dealt with by the Harbour Board as they arise, Following ratification by full Council, amendments are then published. The Salcombe Harbour website always shows the current version.

There have been three earlier Moorings Policies in this format:

- 2 November 2012 (Ian Gibson)
- 26 September 2013 (Adam Parnell)
- 1 April 2019 (Cameron Sims-Stirling)

This version is scheduled to come into force on 1 January 2025 and apply to all new and existing mooring licences from that date.

### ***(ii) Redrafting of 2019 version to incorporate appendices***

When the Harbour Office issues mooring licences it routinely sends a copy of the terms and conditions which formed the appendices to the previous Moorings Policy. However, in recent years, it has become the practice to issue a link to the whole Moorings Policy together with its appendices.

This version of the Moorings Policy has therefore been re-ordered and extensively re-drafted to bring the previous terms and conditions into the main body of the Moorings Policy. Not least because the former appendices were framed in traditional legal language, there is considerable re-phrasing but only minor changes in policy. The more notable changes are listed below.

### ***(iii) Changes to 2019 version***

- An explanatory preamble, which will be much shorter after the consultation
- The term "Harbour Authority" is used throughout (instead of "The Council") when the Council is acting as the Harbour Authority
- The term "licence holder" replaces licensee, owner or keeper throughout
- Less frequent use of the term "estuary" since the Harbour is the legal entity
- Incorporation of a reference to the possibility of a Harbour Revision Order during the lifetime of this Moorings Policy (para 1.5)
- Change of "will" to "may" in para 6.5.a to make it consistent with para 1.8
- The commercial surcharge can now be varied (para 6.7)
- Definition added to prohibition of residence afloat (para 7.29)
- Laying up requires permission of the Harbour Master (para 7.32)
- What used to be called 'Mooring Licences' are now called 'Privately-maintained mooring licences' (section 8)
- Reference to reporting mooring faults or failures to the Harbour Board to reflect current practice (para 8.6)
- Addition of "or pollute the Harbour" in para 9.1.ii



- Addition of “local communities” to para 9.1.iii
- Reference to the Harbour’s Enforcement Policy (para 9.2)
- Email added to para 9.3
- Visiting vessels with nobody sleeping aboard (para 10.9)
- The need to fly Flag Q if entering from abroad (para 10.11)

**(iv) Consultation**

This is the proposed public consultation draft of the 2025 Moorings Policy, prepared for the Harbour Board meeting on 12 June 2024. It is possible that the version on the Harbour website may alter during the course of the consultation to take into account changes which have been suggested. The version number and date is below.

Responses have particularly been invited from:

- Kingsbridge Estuary Boat Club
- Salcombe Kingsbridge Estuary Conservation Forum
- The South Devon Shell Fishermen
- The Kingsbridge and Salcombe Marine Business Forum
- Salcombe Yacht Club

Any comments on this draft should be emailed to [salcombe.harbour@swdevon.gov.uk](mailto:salcombe.harbour@swdevon.gov.uk) or sent by post to the Harbour Office by 1 October 2024.

**(v) Version**

This is version 7, dated 28 May 2024.

## Definitions

Complete Service	The care and control of a licence holder's boat throughout the year (except for short temporary periods when a licence holder removes their boat to sail personally), ensuring a licence holder's boat is safely moored, during the winter removing a licence holder's boat from the Harbour and arranging for winter storage, and carrying out all necessary repairs and maintenance to a licence holder's boat.
The Council	South Hams District Council
Enforcement Policy	<a href="http://www.salcombeharbour.co.uk/enforcementpolicy">www.salcombeharbour.co.uk/enforcementpolicy</a>
Harbour Authority	South Hams District Council is the statutory Harbour Authority for Salcombe Harbour
Harbour Board	A committee of the full South Hams District Council
Harbour Directions	Directions made under sections 40A to 40D of the Harbours Act 1964, as amended.
Harbour Dues	General dues for the use of the Harbour under Section 22 of the Schedule to the Pier and Harbour Order (Salcombe) Confirmation Act 1954
Harbour email	<a href="mailto:salcombe.harbour@swdevon.gov.uk">salcombe.harbour@swdevon.gov.uk</a>
Harbour Master	The statutory appointed person or a member of staff authorised to act in the capacity of Harbour Master. Note that this includes personnel in the Harbour Office and afloat.
Harbour Mooring	A facility laid and maintained by the Harbour Authority on harbour-leased fundus.
Harbour Office	The principal office at Whitestrand, Salcombe, TQ8 8BU for the administration of moorings and other harbour business: telephone 01548 843791
Harbour Revision Order	Legislation which consolidates the law relating to Salcombe Harbour, that may be brought into effect in the lifetime of this Moorings Policy
Harbour website	<a href="http://www.salcombeharbour.co.uk">www.salcombeharbour.co.uk</a>
Laying up	The act of temporarily berthing a vessel which is unused or is not operational

Licence	The contract for mooring or berthing a vessel against a Harbour Authority facility.
Licence Holder	The person named on the mooring licence, or on the Harbour Dues invoice, the owner or keeper of a vessel.
LOA	Length Overall. The overall length of the space occupied by the boat including any fore and aft projections, temporary or permanent, including pushpits, bowsprits, bumpkins, davits, raised/tilted outboards, rudders &c.
Private mooring	A mooring on privately-owned fundus
Privately-maintained Mooring	A facility where a licence holder is permitted to lay and maintain their own tackle on harbour-leased fundus.
SHDC	South Hams District Council

## 1. Introduction

1.1 Salcombe Harbour is a strategic asset of the South Hams and of fundamental importance to the economic and cultural well-being of the riparian towns and villages which surround the Harbour. Set in an Area of Outstanding Natural Beauty (AONB) and Site of Special Scientific Interest (SSSI), the waters connecting Salcombe and Kingsbridge are a unique harbour with a world-renowned reputation as a sailing destination.

1.2 Kingsbridge is the largest town around the Harbour and is an important watersports centre in its own right, particularly for paddleboarding. The Harbour is a beautiful natural environment and on the high tide, Kingsbridge can be visited by boat or ferry, which is a very picturesque trip.

### ***Harbour Authority and the Harbour Board***

1.3 South Hams District Council is the Statutory Harbour Authority. The Executive of the Council is the duty holder under the Port Marine Safety Code. Salcombe Harbour Board is a committee of the full Council.

### ***Legislation relating to Salcombe Harbour***

1.4 The Harbour Authority discharges its statutory duties and responsibilities as set out in the Pier and Harbour (Salcombe) Confirmation Act 1954. This Act is based on the Harbours, Docks and Piers Clauses Act 1847, which grants the Harbour Master statutory powers for the management of the Harbour.

1.5 Additionally, the Harbours Act 1964 provides for the operation to be self-financing with the Harbour Authority able to set its own charges in order to finance safe port operations. During the lifetime of this Moorings Policy it is possible that a Harbour Revision Order will be made to consolidate and modernise the legislation governing the Harbour.

1.6 Salcombe Harbour is a designated Harbour Authority for the purpose of making Harbour Directions under sections 40A to 40D of the Harbours Act 1964 as amended by the Marine Navigation Act 2013 (SI 2015, no 573).

1.7 This document sets out the policy of the Harbour Authority in relation to the provision, development and management of mooring facilities within the whole of Salcombe Harbour, as defined by Section 11 of the Pier and Harbour Order (Salcombe) Confirmation Act 1954. This document therefore sets the terms and conditions for all mooring facilities in the Harbour.

1.8 The Harbour Authority reserves the right to retain discretion over any decision. It will however give reasons for any decision that is not in accordance with the stated policy.

- 1.9 In developing and enforcing this Moorings Policy the Harbour Board has consulted widely and followed their vision which is:

*To retain and enhance the character of Salcombe and Kingsbridge Estuary whilst updating harbour facilities to meet the requirements and expectations of residents and visitors for the 21st century.*

## **2. Moorings in the Harbour**

- 2.1 The provision and management of mooring facilities within the Harbour is one of the Harbour Authority's core functions. For every decision regarding mooring facilities a number of factors will be considered, principally:

- Safety and efficiency
- The requirements of navigation
- Conservation of the environment

### ***Ownership of the fundus***

- 2.2 The majority of the fundus (seabed) within the Harbour is owned by the Duchy of Cornwall and most of this is leased to the Harbour Authority for an annual rent. This lease runs until 24 March 2028.
- 2.3 Under the terms of the lease the Harbour Authority can lay moorings on the rented fundus and levy a charge for them. The right to lay and use a mooring facility within the Harbour depends upon two essential conditions:
- The permission of the owner of the fundus where the mooring facility is placed.
  - The written consent, in the form of an annual Mooring Licence, of the Harbour Authority.
- 2.4 The requirement for Harbour Authority consent arises from the Pier and Harbour Order (Salcombe) Confirmation Act 1954 under which the Harbour Authority has power to lay and use moorings on fundus in which it has an appropriate interest and also to license others to do likewise. The Harbour Authority is not required to license its own moorings but anyone else laying a mooring within the Harbour requires a licence.

### ***Policy on pontoons and jetties***

- 2.5 The Harbour Board considers that the proliferation of walk-ashore jetties and pontoons would result in a loss of foreshore within the SSSI and be detrimental to the appearance of the Harbour within the AONB. Even when located on private fundus, moored pontoons require a mooring licence which will not normally be granted if the pontoon is for private use.
- 2.6 Applications for commercial pontoons and pontoons providing public access to the Harbour will be assessed on their individual merits and environmental impact. However when and if the commercial activity and/or the public access cease, the mooring licence will be revoked and the pontoon removed. In no circumstances will its use as a private mooring be permitted.

## 2.7 **Categorisation of the Harbour**

### *Below Ferry Crossing – seawards to Harbour Limits:*

- a limited number of deep water visitors mooring facilities
- a number of licensed foreshore moorings particularly on private fundus on both sides of the Harbour
- seasonal resident and commercial moorings at South Sands
- recognised anchorages off Small's and Sunny Coves
- store box moorings in Castle Bay

### *Above Ferry Crossing – inwards to Fishpond Corner and Snapes Point:*

- Whitestrand and Normandy shore connected landing facilities (public and commercial)
- Victoria Quay shore connected residents pontoon
- resident and commercial foreshore moorings
- visitor, resident, commercial and fishing boat deep water moorings
- store box moorings in Ditch End
- a number of licensed foreshore moorings particularly on private fundus
- slipway and dinghy storage
- fuelling facility
- recognised anchorage off Town Beach/Fisherman's Cove

### *Southpool and Waterhead creeks and Gullet Point:*

- Yeoward private moorings
- foreshore mooring licences
- resident and visitor deep water moorings at the entrance to Southpool Creek
- public landing pontoon and resident foreshore moorings at the head of Southpool Creek

### *Batson and Shadycombe creeks north of Fishpond Corner:*

- resident and commercial foreshore moorings
- Batson (resident) and Shadycombe (commercial) shore-connected pontoons
- commercial fish quay
- foreshore mooring licences
- public slipway, access pontoon, dinghy storage and craning facilities

### *The Bag between Snapes and Halwell and Heath points:*

- the majority of the Harbour's deep water residents moorings
- Visitors' Pontoon
- resident foreshore moorings
- Dentridge and East Bag commercial pontoons
- Winters private pontoon and boatyard at Lincombe

### *Saltstone, Blanksmill Creek, Collapit Creek and Frogmore Creek west:*

- no Harbour moorings in this area

- recognised anchorage south and west of The Saltstone
- sparse foreshore mooring licences in creeks

*Frogmore Creek East:*

- resident foreshore moorings
- foreshore mooring licences
- public landing pontoon

*North of Charleton Point to High House Landing including Newbridge and Balcombe Creek:*

- resident foreshore moorings
- foreshore mooring licences
- slipway and dinghy storage

*North of High House Landing to New Quay pontoon, Kingsbridge:*

- resident foreshore moorings
- foreshore mooring licences
- private boatyard pontoon

*North of New Quay pontoon to include Kingsbridge Creek:*

- resident foreshore moorings
- Kingsbridge shore connected residents pontoon, public landing/visitors' pontoon
- slipway and dinghy storage
- foreshore mooring licence

***Deep water moorings***

- 2.8 All deep-water moorings will be owned, maintained and controlled by the Harbour Authority. The only exceptions to this are the longstanding arrangements with Winters and Yeoward boatyards.
- 2.9 The western half of The Bag is designated for high-density pontoon berthing.
- 2.10 Deep water swinging moorings will be charged according to the length of the boat, with a minimum charge for the facility.
- 2.11 Deep water pontoon berths will be charged according to the maximum length for which the facility is designed.

***Fishing boat moorings***

- 2.12 The total number of fishing vessels on deep water mooring facilities shall not exceed 25.
- 2.13 Fishing vessel mooring facilities will be charged at the standard annual rate.
- 2.14 The Harbour Authority will give priority to recognised local commercial fishing vessels, providing the vessel is being used for fishing as a full-time business activity, subject to availability of a suitable mooring facility. Six months' notice is required for new fishing vessels, excluding replacement vessels, requiring a Harbour mooring.

- 2.15 If stern frames are fitted, the expense of any necessary reorganisation of other moorings will need to be borne by the licence holder. The Harbour Authority will give no guarantee that an appropriate re-arrangement of the mooring pattern will be possible and sometimes vessels might be required to relinquish their existing berths.
- 2.16 The Harbour Authority provides a number of store-box moorings in Castle Bay and Ditch End for fishing businesses.

**Number of moorings**

- 2.17 For many years the Harbour Board has capped the numbers of mooring facilities within the Harbour. From time to time the number of berths in a particular area, or of a particular type, may vary to compensate for an improvement in facilities elsewhere. This policy is kept under review but is unlikely to change except in exceptional circumstances. Collapit Creek, Blanksmill Creek, Lower Frogmore Creek and Widegates will normally be kept free of moorings.
- 2.18 A number of boatyards offer a ‘complete service’ using Harbour Authority facilities. Two boatyards operate their own private facilities within the Harbour: Winters Boatyard which has pontoon berths in Lincombe Bay, and Yeoward Boatyard which has moorings at Yalton, Southpool Creek.
- 2.19 The Harbour Authority has the following mooring facilities:

**Deep water:**

Resident swinging	166
Resident pontoons	69
Commercial swinging	32
Commercial pontoons	30
Fishing boat swinging	14
Store box swinging	18

Visitor swinging	25 (raftable)
Visitor pontoon	12 (raftable)
Visitor other	10 (raftable)

**Foreshore:**

Swinging	581
Pontoon	
Victoria Quay	75
Shadycombe	64
Batson	258
Kingsbridge	132
Visitor Swinging	10

**Foreshore moorings**

- 2.20 Foreshore swinging moorings are charged according to the length of the boat, with a minimum charge for the facility.



- 2.21 There are four land-connected pontoons for residential berthing. Pontoon facilities are rated for a maximum size of vessel. Licence holders are charged according to this maximum size rather than the length of boat.

	Max LOA	Max beam	Notes
Batson	5.5m	2.0m	A few 2.3m beam berths
Shadycombe	5.5m	2.0m	
Victoria Quay	5.18m	2.0m	
Kingsbridge	5.5m	2.3m	

- 2.22 Pontoon berths at Batson, Victoria Quay and Kingsbridge are allocated to private vessels only. Priority on Shadycombe Pontoon is given to commercial berths. Private berths given up on Shadycombe will normally transfer to commercial usage.

***Disabled access***

- 2.23 The Harbour Authority has an obligation to provide disabled access to facilities wherever this is reasonably practical. The Harbour Authority has sought to meet these obligations for physically disabled access at:

- Whitestrand Pontoon, Salcombe
- Normandy Pontoon, Salcombe
- Batson Pontoon, Salcombe
- Kingsbridge Pontoon, Kingsbridge

- 2.24 The Harbour Authority has no dedicated berthing facilities for sailors with disabilities. However if a customer has a specific need or requirement the Harbour Master will endeavour to make appropriate arrangements.

**3. Salcombe Town Landings**

***Whitestrand***

- 3.1 Whitestrand Pontoon is for commercial vessels that have a Whitestrand landing licence.
- 3.2 Overnight, between 1900 and 0800, the northern end of Whitestrand is available to accommodate up to two vessels of up to 12m LOA. These berths are draught and tide dependant. They can be booked and paid for in advance through the Harbour Office or the Harbour Master.
- 3.3 The shore side of Whitestrand provides tender berthing for craft of up to 4.2m. An overnight charge will be made for this service, including for the use of the slipway, in July and August when remote overflow berthing facilities with a courtesy launch are provided.

***Normandy – east side***

3.4 The eastern side of Normandy pontoon is dredged and designated for daytime use as it generally needs to be left vacant overnight for the RNLI and the berthing of casualty vessels.

3.5 Double berthing or rafting on Normandy Pontoon is prohibited as this restricts the channel.

***(i) Between April and September***

3.6 Between April and September, during the day, 0700-1900, the eastern side of Normandy Pontoon has two distinct functions:

The northern section is the town landing for picking up and setting down. Unattended berthing is not permitted.

The southern section provides temporary berthing for visiting yachts for up to 30 minutes.

***(ii) Between October and March***

3.7 At the Harbour Master's discretion, overnight berthing may be permitted on the channel/eastern side of Normandy Pontoon between October and March, especially when there is no evening taxi service. The berths are draught and tide dependant.

***Normandy – west side***

3.8 The shore side of Normandy pontoon provides:

On the southern end: berthing for the tenders of vessels entering from the sea.

On the northern end: finger berths to provide access to the town for craft of up to 5.5m LOA for 2 hours in any 24-hour period.

**4. Qualification for a Harbour Mooring Licence**

4.1 The Harbour Authority gives priority in the allocation of mooring facilities to customers who pay Council Tax to South Hams District Council (SHDC). Licence holders should inform the Harbour Office if their Council Tax status changes.

4.2 As a result of Business Rates becoming payable on properties that are let for more than a certain number of days a year, some mooring licence holders who would have been paying Council Tax are required to pay Business Rates instead. Where this occurs as a result of a temporary or defined absence from home, for example as a member of the armed forces, the Harbour Master may refer the application for a mooring licence to the Harbour Board. If it is satisfied that

- i. the property subject to business rates is the principal home of the applicant;
- ii. the applicant does not own a home elsewhere; and
- iii. the applicant is likely to revert back to paying Council Tax in due course,

the Board may exercise its discretion to allow the application to be treated as if the applicant was a Council Tax payer for as long as those three conditions continue to apply.

- 4.3 If a licence holder moves out of the South Hams, the Harbour Authority will consider the temporary issue of a licence for a limited period, while alternative arrangements are made.
- 4.4 Boats owned by a syndicate, or a family, need to have one member of the syndicate who has qualified by paying Council Tax to SHDC and has reached the top of the waiting list. If the qualified licence holder leaves the syndicate, another member of the syndicate needs to have both qualified by paying Council Tax to SHDC and reached the top of the waiting list for a mooring licence to be allocated.
- 4.5 A private individual requiring a berth for a domestic or leisure purpose shall not be allocated more than one deep water berth, one foreshore pontoon berth and one foreshore berth while there is a waiting list, except at the discretion of the Harbour Master.

***Mooring facilities that were allocated prior to 23 January 1985***

- 4.6 Records prior to the mid 1980s are lost so the requirement to pay Council Tax to SHDC to qualify for a mooring facility is taken as having been introduced on 23 January 1985, which is when the policy was re-confirmed.
- 4.7 Licence holders who are not currently paying Council Tax to SHDC but who claim to have been allocated a mooring facility prior to 23 January 1985 may apply to the Harbour Board to retain their licence. If the Board is satisfied both that the applicant was allocated a mooring facility before 23 January 1985 and that all other requirements of the licence are met, their mooring facility may be retained until 24 March 2028, when the current lease from the Duchy of Cornwall expires.

## **5. Annual allocation process**

- 5.1 The annual mooring allocation process will normally start in October/November for the following year with the distribution of retention letters to current licence holders. The deposit payable for the retention of a harbour facility is set by the Harbour Board and reviewed annually.

5.2 Once the retention letters are returned and retention fees paid, normally by the penultimate working Monday in December, the reallocation process will begin for customers who continue to satisfy the allocation criteria.

***Retention fee and the contract for services***

5.3 Licence holders who indicate their desire to retain a facility and pay a retention fee are contracted to pay for the facility. If they change their mind and the mooring facility is relinquished to the Harbour Office before 1 March, the contract will be cancelled and the deposit lost.

5.4 If the mooring facility is relinquished after 1 March the contract will stand unless the facility can be re-let to the top quarter of the waiting list, when a pro-rata refund will be made after subtracting the loss of deposit. If offers to the top quarter of the waiting list are not accepted, the facility will be used for visitors for that season, so keeping the facility available to the waiting list for the following season.

5.5 Where a mooring facility is no longer required, it is passed to the Harbour Authority for allocation to the next person on the waiting list.

***Allocation process***

5.6 Mooring facility allocations normally take place in January and February, for the following financial year. The first round of allocations is to a transfer list of current customers who have asked to change their mooring.

5.7 The second round of allocations is to applicants from the waiting list. Before allocation, applicants will be required to present a current copy of their SHDC Council Tax bill.

5.8 If there are no applicants on a particular waiting list, the mooring facility may be offered to an applicant who does not pay Council Tax to SHDC. Mooring facilities allocated in these circumstances will be reviewed annually. Should an applicant paying Council Tax to SHDC be waiting for that facility, after a two year period of grace, the mooring facility will not be renewed for the non-qualifying applicant.

5.9 The entire mooring facility allocation process should be complete by mid-March.

***Waiting lists***

5.10 The Harbour Authority maintains a waiting list for all of its mooring facilities. The waiting list which customers joined on the understanding that priority was given to local residents over second-home owners was closed in 2013.

5.11 The current waiting list was started on 1 October 2013. The criterion for being able to join this waiting list is proof of payment of Council Tax to SHDC. Waiting list members must inform the Harbour Office if their Council Tax status changes.

5.12 A registration fee at current rates, which is refundable on mooring allocation, will be required for all mooring facility applications.

- 5.13 In addition to the waiting list for initial allocation, the Harbour Authority also maintains a waiting list for licence holders who would like to move berth within the same facility, swap between similar facilities or change to a different facility. Transfers between different facilities (on different waiting lists) will be assessed on a case-by-case basis and will normally be accepted only where it is deemed to be a downgrade, to a less sought after facility/shorter waiting list, so as to maintain fairness to other waiting list members.
- 5.14 Once on the waiting list, applicants will be given priority for booking a visitor foreshore mooring facility. Bookings will be accepted for customers who are on the waiting list, or already a licence holder, for a foreshore facility for a finite period before bookings are accepted from the general public.

## **6. Commercial moorings**

- 6.1 Businesses requiring additional mooring facilities, and new businesses requiring facilities to support that business, should submit a written request with their justification for additional moorings to the Harbour Office by 30 November to be considered for allocation for the following season.
- 6.2 In assessing the reasonable needs of a marine business the Harbour Authority will consider all relevant factors. These may include but are not limited to:
- a. the number of moorings available for allocation and the overall proportion of moorings allocated to commercial activity;
  - b. the number of moorings currently available to that business;
  - c. the number of boats (licensed as pleasure boats) belonging to that business which are regularly hired out as part of a hire boat business;
  - d. the number of boats owned by customers of that business for which a *bona fide* 'complete service' is provided;
  - e. The service the business is proposing to offer.
- 6.3 No single factor shall outweigh the other factors. Any information supplied to the Harbour Authority will be treated as commercially confidential.
- 6.4 In relation to a marine business not providing a 'complete service', for example, a sailing school, similar factors will be considered by the Harbour Authority in determining the number of berths for that business.
- 6.5 Where the whole or part of a business is sold:
- a. If the whole business is sold, including the business name and goodwill, then the Harbour Authority may transfer the mooring facilities to the new owners so long as there is no change of usage of the

mooring facilities. If the moorings are privately-maintained, they will become Harbour Authority owned and maintained.

- b. Where a recognisable or significant quantity of business assets have been sold, this must be reported 'in confidence' by the licence holder to the Harbour Authority.
  - c. Where a significant quantity of business assets have been purchased from an existing licence holder in the expectation of such licences being surrendered to the Harbour Authority, in granting new licences to the purchaser of those business assets, or on expiry of the present holder's licences, the Harbour Authority may adjust the number of licences allocated to the seller of those business assets, and may, at its discretion, grant an appropriate number of new licences to the buyer of those business assets.
- 6.6 Where, in the opinion of the Harbour Authority, a business no longer reasonably requires the renewal of the present number of berths allocated to it, on the expiry of those licences, the number of berths re-allocated may be reduced. This will follow a period of consultation between the business and the Harbour Authority.
- 6.7 Harbour facilities used by businesses for commercial sub-letting purposes are subject to a surcharge on the standard facility charge. The level of the surcharge is set by the Harbour Board and reviewed annually.
- 6.8 Businesses requiring a mooring for a workboat used in facilitating a 'complete service' can apply for a berth on the Batson commercial/contractors pontoon. These applications will be evaluated on a case-by-case basis and allocated on payment of the Batson contractors berthing charge.
- 6.9 A licence holder which is a marine business
- (i) may use the mooring facility to berth a customer's vessel, in order to provide a 'complete service' to that customer;
  - (ii) may not sublet, subcontract, hire out, license or lend its right to use the mooring facility to another marine business, for that business in turn to berth a customer's vessel.

## **7. Harbour mooring licences**

- 7.1 Mooring facilities are provided free of charge, and harbour dues waived, for vessels operating temporarily within the Harbour on behalf of Devon and Cornwall Police and the Severn and Devon IFCA.
- 7.2 The Harbour Master is authorised to approve discounted mooring rates for registered charities.

### ***Licences***

- 7.3 Under the terms of the Harbour Authority lease from the Duchy of Cornwall, licences for harbour facilities can be for only one year. This is why all mooring facilities are re-allocated annually. Unlike a lease, a licence is not an assignable property right.
- 7.4 All Harbour Authority mooring licences are issued to a named individual or company and are not transferable, except between spouses or civil partners.
- 7.5 A harbour mooring licence shall be deemed to exist on payment of the appropriate licence fee together with a confirmation from the Harbour Office.
- 7.6 The following conditions apply to all Harbour mooring licences:
- a. It is personal to the licence holder and transfer is not permitted.
  - b. It cannot be lent or sub-let to another person. A notice to quit will be given to any licence holder sub-letting their berth on either a long-term or temporary basis.
  - c. Only one boat is allowed on any one mooring, unless previously agreed by the Harbour Master. Tenders may not be left overnight with unattended vessels.
  - d. Annual Harbour Dues must have been paid, the current year's sticker displayed and the vessel must be properly insured.
  - e. For a private individual, it is for the named vessel owned and registered by that individual, specified by the details on its registration form, within the maximum size/dimension specified for that berth.
  - f. For a business, it is for a suitable registered vessel up to the maximum size/dimension specified for that berth.
  - g. On the expiration or earlier termination of a licence the licence holder must remove the vessel from the mooring.
  - h. A licence enables the licence holder to berth only the vessel described on the harbour mooring licence against the mooring facility. The Harbour Authority gives no guarantee as to the safety or security of any vessel (or its contents) berthed against the mooring facility.
  - i. The licence holder is responsible for all liabilities and claims arising from any berthing against the mooring facility and indemnifies the Harbour Authority against all such claims.

### ***Insurance***

- 7.7 All craft moored, navigating in, or traversing, the Harbour, however small, must be covered for third party liabilities. The level of third party liability is reviewed annually by the Harbour Board and will follow the current industry standard. Failure to maintain insurance cover will result in the withdrawal of mooring and launching facilities.

- 7.8 In paying an invoice the licence holder is making a formal declaration that they have and will maintain third party liability insurance for their vessel/s as specified on the invoice or licence.
- 7.9 The licence holder must produce evidence to the Harbour Office of their insurance within two days of being requested to do so. If the insurance cover has lapsed or been withdrawn or voided, the Harbour Authority has the right to remove the boat from the berth and place it ashore or on a mooring or staging or other facility in the Harbour or elsewhere. The costs of removal will be charged to the licence holder at normal commercial rates.

***Force majeure***

- 7.10 Should any loss or damage be caused to the mooring facility for any reason (other than the negligence of the Harbour Authority) then the Harbour Authority shall not be liable to the licence holder for any consequential loss or damage (including death and personal injury) nor for unreasonable delays caused by matters outside the Harbour Authority's control in repairing or reinstating the mooring facility.

***Need to appoint an agent***

- 7.11 Licence holders whose vessels are kept afloat are required to appoint a locally-based person who can act on their behalf when they are unavailable. This can be a friend or a boatyard, but they must have agreed to act as an agent.

***Termination of licence by the licence holder***

- 7.12 The licence holder can terminate a licence by giving 14 days' notice in writing to the Harbour Office. However the licence fee will be retained by the Harbour Authority.

***Forfeiture of licence***

- 7.13 Should the licence holder fail to comply with any of the requirements of the Moorings Policy, the Harbour Authority may terminate the licence by sending written notice to the licence holder whereupon the licence will terminate 14 days from the date of the notice. The licence fee will be retained by the Harbour Authority.

***Duration of licence***

- 7.14 A Licence will:
- (a) run for the maximum duration of 12 months or such other period as may be specified (in accordance with Section 16 of the Schedule to the Pier and Harbour Order (Salcombe) Confirmation Act 1954) and is only effective for the year of issue or any alternatively specified period.
  - (b) commence on 1 April and expire on 31 March of the following year ('the expiry date') unless the licence is for an alternative period, subject to the licence holder remaining qualified under the Moorings Policy.



- (c) except that if before the expiry date:
- (i) the Harbour Authority has sent to the licence holder a retention form and request for a retention fee; and
  - (ii) the licence holder has within the period specified by the Harbour Authority returned the retention form, indicating that they wish their licence to continue, and has paid the retention fee; and
  - (iii) the Harbour Authority has subsequently sent to the licence holder an invoice demanding the licence fee (less the retention fee) for the year commencing immediately after the expiry date; and
  - (iv) the balance of the licence fee demanded on the invoice is paid before the expiry date,

then the Harbour mooring licence shall be deemed to run for a further 12 months (or an alternative specified period) immediately following the expiry date; this being subject to the requirements of the Moorings Policy.

***Reduced duration of some mooring licences***

7.15 Harbour moorings which are particularly exposed to the weather are removed or taken out of use over winter and licences for these facilities are shortened accordingly. This mainly affects:

- Batson and Victoria Quay Pontoons, which are available only from 1 April to 31 October.
- South Sands moorings, which are available only from 1 May to 30 September.
- New Bridge, where the moorings are kept unused over winter.

***On death or incapacity***

7.16 Where a licence holder has held a mooring licence for many years and a member of the family, who pays Council Tax to SHDC in their own name, is likely to wish to continue on the death or incapacity of the licence holder, they should join the appropriate waiting list in readiness to be allocated a mooring facility upon reaching the top.

7.17 However, in the event of sudden death or very serious illness of a longstanding licence holder where the immediate family wish to maintain their mooring licence, the Harbour Authority will consider the temporary issue of a licence for a limited period while alternative arrangements are made.

### ***Vessels absent from mooring***

- 7.18 Deep water mooring licence holders must inform the Harbour Office if they are planning to be absent from their facility for a period of 24 hours or more.
- 7.19 Pontoon and foreshore mooring licence holders must inform the Harbour Office if they are not going to be using their facility for a period of seven days or more.
- 7.20 Vacated foreshore mooring facilities, where practical, will be made available to visitors and the licence holder will receive a rebate of their mooring fees. The level of rebate is set by the Harbour Board and reviewed annually.
- 7.21 Should the licence holder's vessel return to the mooring earlier than the period of absence notified to the Harbour Office, the Harbour Master will either find the licence holder a temporary alternative mooring facility or remove any vessel preventing the licence holder from using the mooring facility.
- 7.22 Mooring facilities left unused for a period of two years will be reallocated. Licence holders who arrange cruises/absence for periods in excess of 12 months and under two years may be permitted to retain their mooring facility on payment of a fee equivalent to 50% of the full mooring facility charge, subject to the licence holder signing an undertaking not to resume the use of the mooring facility until the expiry of the agreed period. Should this be required it must be made known to the Harbour Office by the December before absence.
- 7.23 If the licence holder wishes to extend the absence beyond two years, this can be accommodated at the discretion of the Harbour Master and on payment of the full mooring charge.

### ***Removal and reberthing of vessels***

- 7.24 The Harbour Authority retains absolute control of berth allocation. Accordingly the licence holder is not entitled to the exclusive use of any particular berth but the berth which is allocated by the Harbour Authority. The Harbour Master has the right to move vessels to the most operationally suitable mooring.
- 7.25 If required by a notice in writing from the Harbour Master, the licence holder shall on the expiration of 14 days from the date specified in the Notice cease using the mooring which has been allocated and shall use only the mooring elsewhere in the Harbour as specified by the Harbour Master.
- 7.26 Vessels not in regular use and which, in the professional opinion of the Harbour Master, are unsafe or un-seaworthy, will be directed to be removed from the Harbour and the mooring facility will be re-allocated.

***Raft pontoons and dry docking***

- 7.27 Raft pontoons and dry docking facilities are prohibited on any mooring without both the written permission of the Harbour Master and the agreement of the Harbour Board.

***Repairing vessels***

- 7.28 No substantial or major work of repair or maintenance to a vessel berthed on or against any mooring facility shall take place without the prior consent of the Harbour Master.

***Residence afloat***

- 7.29 Permanent or prolonged residence on any craft is prohibited. Any person wishing to reside on a vessel within the Harbour for more than 14 days without a break should contact the Harbour Office to obtain the written permission of the Harbour Master. This is more likely to be granted if the vessel has a black water holding tank.
- 7.30 The commercial provision of afloat accommodation, beds on board, Airbnb or anything similar, is prohibited, with the exception of correctly-coded charter craft with a suitably-qualified skipper staying on board.
- 7.31 A pump-out facility for black water holding tanks can be arranged free of charge at Batson quayside. Otherwise discharges should be made at sea and not within the Harbour.

***Laying up***

- 7.32 No vessel shall be permitted to lay-up on its mooring, a slipway or the foreshore, without the written permission of the Harbour Master.

**8. Privately-maintained and private moorings**

- 8.1 A privately-maintained mooring licence

- a. is the term used when an individual is permitted to lay and maintain their own tackle on harbour-leased fundus.
- b. is subject to the same conditions as a Harbour mooring licence, with the additional requirement to declare that the mooring tackle has been maintained to the accepted standard.
- c. will cease to exist when relinquished, with the exception of licences linked to the ownership of the adjacent property. Where appropriate, a Harbour Authority mooring will be established in its place and allocated according to the waiting list.

***Moorings on private fundus***

- 8.2 Parts of the Harbour are not covered by the Duchy of Cornwall lease. These include the RNLI's lifeboat berth, the upper reaches of Waterhead and Southpool Creeks, the foreshore of East Portlemouth, the foreshore of

Salcombe below the ferry landing to North Sands, Lincombe Bay and other discrete areas of fundus elsewhere in the Harbour.

- 8.3 Private Moorings are moorings on privately-owned fundus within the statutory harbour limits. Before the granting a Private Mooring Licence, for which there is no charge, the Harbour Authority will consider the implications of the mooring facility for safe navigation and the existence of any nearby Harbour Authority moorings. This may determine the specification of the mooring and the size of vessel that can be accommodated.
- 8.4 Private Mooring Licences are recorded on the Harbour database. Licence holders of private moorings which are not maintained by the Harbour Authority must confirm annually, within their retention documentation, their compliance with the Harbour Authority's private mooring tackle specifications and that the moorings have been properly maintained.
- 8.5 The Harbour Master is authorised to lift and impound any unauthorised mooring tackle.

***Private mooring tackle specification (surface to seabed)***

- 8.6 These specifications are minimum requirements. The Harbour Office must be consulted over any mooring applications which do not comply. If a mooring fails or is found to be faulty, this will be reported to the Harbour Board who may withdraw the licence.

***Small foreshore swinging or running moorings***

For use with a vessel up to a maximum length of 3.65 metres (12ft) overall in a maximum expected depth of 3 metres (10ft).

- (i) 15 cm (6") diameter hand pick-up buoy
- (ii) 2 metres of non-floating rope
- (iii) 10 mm chain, as necessary, to connect to running rope
- (iv) 10 mm swivel and shackles to fit where necessary
- (v) 2 metres of 16 mm chain
- (vi) Block/weight > 50kg – suitably flat and reinforced, fitted with a 16 mm connecting eye
- (vii) All shackles to be seized with wire or cable tie. The block to be dug in below surface mud

***General foreshore swinging moorings (above ferry crossing)***

For use with a vessel up to a maximum length of 6.1 metres (20ft) overall in a maximum expected depth of 5.5 metres (18ft).

- (i) 30 cm (12") diameter hand pick-up buoy with 13.64 kg (30lb) buoyancy
- (ii) 2 metres of non-floating rope
- (iii) 6 metres of 13 mm chain
- (iv) 13 mm swivel and shackles to fit
- (v) 2.5 metres of 19 mm chain
- (vi) Block/weight >75kg – suitably flat and reinforced, fitted with a 19 mm connecting eye

- (vii) All shackles to be seized with wire or cable tie. The block to be dug in below surface mud

*Exposed foreshore swinging moorings (below ferry crossing)*

For use with a vessel up to a maximum length of 6.1 metres (20ft) overall in a maximum expected depth of 5.5 metres (18ft).

- (i) 50 cm buoy
- (ii) 8 metres of 16 mm chain
- (iii) 19 mm swivel and shackles to fit
- (iv) 2.5 metres of 22 mm chain
- (v) Block/weight >250kg – suitably flat and reinforced, fitted with a 22 mm connecting eye
- (vi) All shackles to be seized with wire or cable tie

## **9. Enforcement**

### ***Compliance with Byelaws, Regulations and Directions***

9.1 The licence holder, and all persons having control or having charge of or being on board a vessel berthed against the mooring facility, shall:

- i. observe and perform all statutory and other obligations relating to the Harbour including all Byelaws and Regulations, and Directions made by the Harbour Authority or given by the Harbour Master.
- ii. not use the mooring facility in a reckless manner so as to cause danger to other users of the Harbour, damage to their property or pollute the Harbour.
- iii. not cause unreasonable noise, nuisance or annoyance to other users of the Harbour or local communities.

### ***Enforcement policy***

9.2 The Harbour Authority's enforcement policy is available on the Harbour's website. It sets out the circumstances in which a breach of regulations or byelaws, like drunkenness or speeding, may lead to the forfeiture of a mooring licence and/or a withdrawal of Harbour facilities, including the use of slipways.

### ***Service of notices***

9.3 Any notice which is required to be given to the Harbour Master or to the licence holder may be given by leaving it, sending it in a prepaid letter, or emailing it, in the case of the Harbour Master to the Harbour Office at Whitestrand, or in the case of the licence holder addressed to them at their last known address. It is the responsibility of the licence holder to ensure that contact details are up to date. Service of notices and documents will be deemed effective to the address which has been supplied by the licence holder.

- 9.4 Without prejudice to any other method of recovery of any unpaid licence fee by virtue of Section 44 of the Harbours Docks and Piers Clauses Act 1847, the Harbour Authority may distrain and sell any vessel berthed against a Harbour mooring facility.

## **10. Provision of moorings for visitors**

### ***Moorings for visitors from land***

- 10.1 Advanced mooring bookings can be made with the Harbour Office for craft visiting by land, by the week, Friday to Friday.
- 10.2 Moorings have a fixed weekly price. Annual Harbour Dues are also payable and the current year's sticker must be displayed.
- 10.3 Vessels up to 6.1m LOA can be booked onto foreshore moorings and vessels up to 8m LOA onto deeper water moorings.

### ***Moorings for visitors from sea***

- 10.4 Visitors' moorings are an important element of the Harbour Authority's service. The Harbour Authority provides a number of mooring facilities, both pontoon berths and swinging moorings, to welcome visitors from sea.
- 10.5 The Harbour Authority offers staggered seasonal pricing, which is reviewed annually.
- 10.6 The water taxi, convenient visiting dinghy tender berthing on Normandy Pontoon, and local showers on Whitestrand are facilities which complement the provision of moorings for visiting yachts.
- 10.7 Visiting vessels which use a mooring are charged in one-metre bands for both Harbour Dues and mooring fees (rounded up to the nearest metre).
- 10.8 Visiting vessels anchoring will be charged only Harbour Dues.

### ***Unattended vessels***

- 10.9 Moorings for vessels entering from the sea cannot be booked in advance. Visiting vessels that are not slept aboard need special direction and berthing instructions from the Harbour Master. As long-term visitors from the sea will not be given priority in relation to moorings over applicants on the Harbour's waiting lists, it is not possible to guarantee availability of moorings for unattended vessels, including for moorings which dry out. The charges for long-term visiting vessels are set by the Harbour Board and reviewed annually.

### ***Multi-hulled vessels***

- 10.10 Where moorings are shared, the standard mooring charge will be made for a multi-hulled vessel. However, where a multi-hulled vessel requires an individual mooring, a surcharge may be levied.

***Vessels arriving from abroad***

- 10.11 Vessels entering from abroad should fly international code flag Q until they have cleared both customs and immigration. This will help the Harbour Master find a suitable mooring or anchorage. Nobody may leave the vessel until all formalities have been completed. In case of difficulty, the Harbour Master may be able to assist.

**11. Referral to the Harbour Board**

- 11.1 Any matter in the Moorings Policy, or any dispute, which requires a referral to the Harbour Board may, if the Board so decides, be considered and resolved by a sub-committee of the Board consisting of three or more Board members.





# Salcombe Harbour

## Strategic Business Plan

2022-2027

Page 37

*2024 Update*



# Introduction

**I am pleased to introduce the Salcombe Harbour Board business plan 2022-2027. This update (2024) sets out the priorities for the Harbour Board in the remaining three years of the business plan.**

Salcombe Harbour is such a wonderful environment to live, work and visit. The team are at the heart of ensuring both local residents and visitors are able to enjoy the full amenities available in the area, providing a welcoming and customer focused approach through all that they do.

The harbour manage the majority of their duties in-house including the annual maintenance of all moorings and navigational aids. With a focus on ensuring the harbour continues to meet the needs of its users, since 2007 we have replaced or refurbished all key infrastructure. We have also continued to employ affordable and environmentally sustainable methods of maintenance dredging which has met some of our conservancy duties successfully every 5 years. Our approach to carefully setting the harbour's fees and charges has halted a previous decline in visitor numbers and enabled the introduction of seasonal discounts.

Of course there are challenges. There is an expectation that we provide 21st century facilities within the constraints of the AONB and SSSI, so not ostensibly changing the character of the estuary. This will be quite a task when neighbouring harbours offer extensive walk-ashore facilities with water, electricity and readily available shore side services. Facilities such as these are rapidly becoming the minimum expected by leisure boaters.

We will focus on continuing to provide excellent customer experience, environmental stewardship and safe and efficient operation while improving facilities and utilities within the limitations already alluded to. An eco-harbour that enhances the character of the Estuary, works to hit carbon footprint aims, meets the needs of harbour users and is an asset for South Hams District Council.



**Cllr Mark Long  
Chairman  
Salcombe  
Harbour Board**

# About us

Salcombe Harbour is a strategic asset to the South Hams and of fundamental importance to the economic and cultural well-being of the towns and villages which surround the Estuary, an Area of Outstanding Natural Beauty (AONB) and Site of Special Scientific Interest (SSSI).

Salcombe Harbour is a municipal port under South Hams District Council, the Statutory Harbour Authority. It has constituted the Salcombe Harbour Board, which operates as a committee of the full Council and sets the strategic direction. In 2022 following an in depth review of the council's organisational structure, it was recommended the Council's Executive hold the title of Duty Holder upon the recommendations of the Ports Good Governance Guidance.

The Harbours Act 1964 provides for the operation to be self-financing, with the Authority able to fix its own rates in order to finance safe port operations and works to a balanced budget. Currently the budget sits at approximately £1.5m which facilitates the maintenance of all harbour authority facilities and vessels, permanent and seasonal staffing and investing in harbour reserves to facilitate future planned replacement of plant and infrastructure.

The Harbour Authority discharges its statutory duties and responsibilities detailed in the Pier and Harbour (Salcombe) Confirmation Act 1954. This Act is in turn based on the Harbours, Docks and Piers Clauses Act 1847, which gives the Harbour Master certain statutory powers concerning the management of the Harbour. Salcombe Harbour is a designated harbour authority for the purpose of making Harbour Directions under sections 40A to 40D of the Harbours Act 1964 (SI 2015, no573).

Our Harbour has 14 permanent members of staff, consisting of a boatman, workshop and office team. An additional 10 members of seasonal staff join us in the summer to enable us to continue to meet our statutory duties when we are busy.

**Our team are dedicated to ensuring that the harbour and all it's users respect the environment, act responsibly and receive a high quality experience**



Cameron Sims Stirling  
Salcombe Harbour Master

# Our Vision & Priorities

*'To be a safe, friendly and financially sustainable eco-harbour which contributes positively to the local economy while maintaining the character and beauty of the Harbour's environment'*

Contributing to the South Hams District Council Plan priorities of delivering good quality services and responding to the climate and biodiversity crisis



# Customer Excellence: Ambition and Actions

## Ambition Statement

Customers expect a high level of service especially in an area such as Salcombe Harbour which for many is the first impression of the South Hams.

We will ensure that our staff are equipped with the skills and knowledge to provide a high-quality customer service that meets the needs of our service users.

We will listen to customer feedback and where required, implement improvements in response.

We will also seek to invest in improvements to our facilities, ensuring that the harbour remains a port of choice and one that customers know will meet their needs.

In all that we do we will treat everyone with respect and treat all service users fairly.

## We will do this by:

- Ensuring staffing meets daily demands and service provision, requiring seasonal staff intake
- Publishing and broadcasting information including Local Notice to Mariners
- Providing exceptional experience and front of house customer interaction
- Upholding harbour byelaws in line with our [Enforcement Policy](#)
- Retain an engaged workforce, supporting development
- Treating everyone with respect and explain how we fairly apply our policies
- Attending regular forum meetings, feedback to Harbour Board
- Analysing moorings/facilities in terms of type, location and usage
- Improving visitor shower/toilet offering, other services, publicise alternatives

## Customer Excellence project delivery plan

Project	Justification	Timescale and lifespan	Cost and payback	Applicable to
<b>Improve customer shower facilities</b>	The harbour currently has 2 individual shower cubicles at Whitestrand that are approaching 10 years old. Options available include renovation or rebuild as part of a Harbour Office, visitor facility and public toilet development.	Renovation Spring 2023, 2 months  Rebuild dependant on funding and SHDC process. 2025 onwards	£10,000  Detailed separately below  Improved facilities warranted from payment of Harbour Dues, currently unsuitable	Capital project score 3, 4, 5 QS1.7 Review our service areas to ensure that our customers get the best possible service
<b>Improve point of sale performance and harbour system functionality</b>	Currently some transactions require different equipment which produces operational inefficiencies. Facilitating various customer requirements within one transaction will dramatically improve customer service including more robust payment processing.	September 2023 - March 2025,  5-10 years, dependant on technological change and current system provider.	Monthly harbour system fees of £850 include development work but not new hardware, cost dependent upon systems employed	Capital project score 3, 4, 5 QS1.8 Manage and support our employees to deliver good outcomes for our residents and businesses.
<b>Restructure patrol provision</b>	Improve community interaction through increased on the water presence. Discontinuing the contracted external security provision provides an opportunity to provide a better more customer focussed service in-house and also increase spending on CCTV. Patrols would have a better understanding of all harbour operations and provide security, enforcement, education, problem rectification, reporting and public engagement.	Autumn 2022 – Summer 2024  Existing security contract ended April 2023. Recruitment of 5 <sup>th</sup> Boatman has resulted in improved patrol provision from May 2023. Staggered CCTV improvements integrated with new workshop project. Future provision analysed from performance and justification.	£70,000 Income for historically contracted services to be redistributed in staff pay, security developments and thematic projects. Previously tariffed against mooring holders; to review as does not necessarily represent all applicable service recipients.	Capital project score 1, 3, 4, 5 QS1.7 Review our service areas to ensure that our customers get the best possible service.

## Customer Excellence project delivery plan (page 2)

Project	Justification	Timescale and lifespan	Cost and payback	Applicable to
<b>Kingsbridge pontoon development</b>	Private pontoon licences at Kingsbridge expired Jan 2024 and present an opportunity to improve facilities at the top of the harbour with possible benefits to both resident and commercial users. Potential for temporary replacement with like for like harbour facilities or an extension /improvement to other facilities such as the shore connected Kingsbridge Pontoon. Improves the number of berths SHDC can offer to our extensive waiting lists and provides a much-improved facility over the current installation.	2025/2026  25-30 years	£60,000 pontoon costs based on like for like replacement, from pontoons reserve. Mooring installation time, in house. 3 year payback if commercially allocated as previously utilised. Cost dependent upon the development option, berth type and potential for piling pontoon structure.	Capital project scoring 1, 3, 4, 5  TE1.1 Enhancing the coastal areas TE1.8 Deliver Infrastructure Improvements
<b>Harbour Office Rebuild</b>	Rebuild the Harbour Office at Whitestrand along with the visiting yacht shower facilities and public toilets. The building does not currently meet minimum energy efficiency standards. The harbour authority only provides 2 individual shower cubicles for 4000 visiting yachts a year and has no dedicated toilets. The Yacht Club does have showers, toilets and changing rooms. Providing an attractive set of dedicated and secure facilities including services such as laundry, and equipment storage/charging facilities are what customers expect from a modern ports infrastructure.  Requires a collaborative approach with adjacent building and the beneficiaries of legal covenants.	2025/26 onwards  6 month over-winter build window  50 year lifespan	£900,000 - £1,000,000  Funding source yet to be allocated	IH1.5 Improve the overall quality of housing with more homes exceeding the minimum energy efficiency standards TE1.8 Deliver Infrastructure Improvements QS1.7 Review our service areas to ensure that our customers get the best possible service
<b>Review Mooring Policy</b>	5 yearly proposed consultation and review of how the harbour allocates and manages mooring facilities for all stakeholders, last review 2019. Major changes to policy require Harbour Board and legal sign off.	2024  minimum 6 month's work + consultation  5 yearly review cycle	Time requirement	QS1.7 Review our service areas to ensure that our customers get the best possible service

## Customer Excellence project delivery plan (page 3)

Project	Justification	Timescale and lifespan	Cost and payback	Applicable to
<b>Duchy of Cornwall lease renewal</b>	The Salcombe Harbour – Kingsbridge Estuary Duchy Lease is held by South Hams District Council. The lease is up for renewal in 2028 and while this falls outside the 5 year period of this document a substantial time period should be set aside for this planning and completing this process.	2025-2027  25 years	£25,000 legal costs dependent upon communications with the Duchy and any resultant negotiation. Annual rent is currently 17.5% of income specifically generated from mooring fees. Any fluctuation would have a substantial effect on budget requirements and therefore the cost of our moorings to our customers.	Capital project scoring 2, 3, 4, 5  TE1.1 Enhancing the coastal areas. QS1.7 Review our service areas to ensure that our customers get the best possible service
<b>Kingsbridge slipway dinghy rack</b>	Harbour managed SHDC storage facilities ashore could benefit from development to utilise space more efficiently and provide better facilities. Currently the top of the slipway only has ground spaces. There is no public tender pontoon at Kingsbridge.	2024 -2025  Upon completion of Skate Park to hold talks about developing this area and provision of utilities.  25 years	£10,000 (funded from SHDC budget)  8 year payback from specific facility generated revenue	Capital project score 3, 4, 5 CW1.5 Delivery of projects to enhance outdoor public spaces.



# Safety: Ambition and Actions

## Ambition Statement

Ensuring the safety of all harbour users is a prime consideration for the team. We pride ourselves in championing healthy and safe practices.

We will ensure that the harbour team maintain the recommended levels of qualifications, uphold marine standards and encourage all users of the harbour to act in a safe and compliant manner.

We will ensure that SHA provided facilities are well maintained, that safety campaigns are delivered and that relevant insurances are in place for when things go wrong.

When things do go wrong, we will ensure an open culture of learning and development, taking all steps possible to prevent future occurrences of the same incident.

## We will do this by:

- Ensuring access and facilities are maintained to an appropriate standard
- Ensuring staffing meets daily demands and service requirements
- Publishing and broadcasting safety information to mariners
- Maintaining a qualified and competent workforce
- Upholding harbour byelaws in line with our enforcement policy
- Participating in 3 yearly resilience forum activities
- Maintaining facilities and moorings annually
- Maintaining and checking lights and marks including stock for emergency repairs
- Commissioning hydrographic surveys and 5 yearly maintenance dredging
- Reviewing and updating risk assessments and method statements
- Maintaining incident logs and learning from incidents
- Investing in facilities to improve safe and efficient port operation
- Liaising with staff, stakeholders and harbour forums

## Safety projects delivery plan

Project	Justification	Timescale and lifespan	Cost and payback	Applicable to
<b>Maintenance Dredging</b>	Essential to maintain safely navigable depths in historically dredged locations for access to certain facilities for high priority operations	Winter 2025/2026. Currently justifiable need every 5 years dependant on survey results, last regime in 2020-21	£100,000 dependent upon volume and survey costs. Costs met from reserves. Specific reserve creation.	Capital project score 1, 2, 3, 4, 5
<b>Harbour Workshop</b>	Essential provision of facilities and infrastructure to facilitate normal harbour operations. Replacing current aged/isolated workshop with future proof onsite facilities and integrated services to improve safe working practices	September 2021 - March 2024, 50 year lifespan. Fitting out and moving in timescale dependent upon also continuing to meet statutory duties and other time critical harbour operations	£1.400,000 Costs met from £1.2m government loan and £200k Marine Infrastructure Fund.	Capital project score 1, 2, 3, 4, 5  TE1.8 Deliver Infrastructure Improvements
<b>Harbour Barge</b>	Essential requirement to replace aging modular dumb barge. New vessel would be self-propelled, compliant with MCA coding, with safer working practices and improved capability. Key to the annual maintenance of deep-water moorings, aids to navigation and in support of varied infrastructure development. Secondary capability to support third party works around the estuary and conduct beach and water safety work at sea	Spring 2024 - Autumn 2025.  6 month projected build slot  40 year lifespan	£800,000 - £1,000,000 Cost met from loan and General/Renewals reserve.  Supports deep water mooring facility usage generating £230k of mooring income annually	Capital project score 1, 2, 4, 5
<b>Harbour Revision Order</b>	Vital to strengthen and standardise our statutory powers to maintain and enforce safe and efficient harbour operations. Redefining our current Byelaws into Harbour Directions will improve our control over non vessel related activities that are currently out of our scope to regulate, supported by the PMSC.	April 2023 – Autumn 2024  Harbour Directions improve our ability to change or add to existing regulations to manage the harbour more effectively and efficiently in future.	£30,000 - £40,000  Funded from reserves  Lifespan pertinent to the municipal port holding the Duchy lease, on going	Capital project score 1, 2, 3, 4, 5 QS1.7 Review our service areas to ensure that our customers get the best possible service.
<b>Southpool Bridge and Landing Replacement</b>	Required replacement improving accessibility to pontoon landing facility and local village.	October 2025 – March 2026 30 year lifespan	£10,000 - £20,000 solution dependant. Repayment equivalent to 20 years of current local harbour dues income	Capital project score 1, 2, 3, 4, 5 TE1.8 Deliver Infrastructure Improvements

# Environment: Ambition and Actions

## Ambition Statement

Protecting and enhancing the environment is important both locally and globally. Salcombe Harbour will work to protect and improve our estuaries unique environments fauna and flora. A key part of this is ensuring that the harbour area is patrolled to ensure we prevent unnecessary pollution.

We will take steps to monitor the carbon impact of harbour operations, considering steps that we can take to work towards carbon neutral solutions.

We will also take steps to educate harbour users and stakeholders in order to promote behavioural change and climate positive choices.

Ultimately, we will act as a champion for action in preserving and enhancing the marine environment that makes Salcombe and the wider South Devon such a popular place to live, visit and work.

## We will do this by:

- Recording and analysing harbour energy use
- Patrolling and observing harbour operations to ensure pollution is minimised
- Supporting improved water sampling and analysis
- Training and exercise all staff to 2p or 4p levels of pollution response
- Achieving MCA OPRC Compliance (3 yearly)
- Ensuring harbour powers reflect those enabled through law
- Ensuring that developments have overall net benefit to the environment
- Publicising and educating stakeholders on environmental sensitivities.
- Installing Advanced Mooring Systems to protect delicate habitats
- Researching, testing and developing alternative fuel use
- Maintaining incident logs and evaluating pollution incidents
- Liaising with staff and other stakeholders
- Supporting and encouraging charitable efforts to engage in water-based activities

# Environment projects delivery plan

Project	Justification	Timescale and lifespan	Cost and payback	Applicable to
<b>Marine Charging infrastructure</b>	<p>Necessary to react to future needs of residents and visitors wishing to utilise more environmentally friendly vessels. Improve charging options by providing more access to shared services around the harbour as it may not be possible, suitable or required for services to be installed per berth.</p> <ul style="list-style-type: none"> <li>The Electric Seaway (IUK funded) –charging infrastructure in Salcombe Harbour.</li> <li>UKSPF-funded carbon footprint study.</li> <li>UKSPF-funded feasibility study for bringing remote power to Salcombe Harbour.</li> </ul>	<p>Summer 2023 – Spring 2025. 20 Year agreement - Lifespan dependant upon type of installation, usage and any associated contractual agreement.</p> <p>April 2023 - March 2025</p> <p>Autumn 2023 – Spring 2025</p> <p>Autumn 2023 – Autumn 2025</p>	<p>Grant funding available for particular infrastructure. May involve entering into contract with supplier.</p> <p>£90,548 allocated to SHDC during project lifetime. £26,000 to be contracted.</p> <p>£25,000 allocated</p>	<p>Capital project score 3, 4, 5 AM1.5 and TE1.8 Deliver Infrastructure Improvements</p>
<b>Alternative fuels</b>	<p>Research, trial and invest in harbour vessels with alternative drive trains to reduce carbon footprint. Investigate if electric vessels can fulfil harbour service roles and how we can best facilitate their charging. Reduce fuel costs.</p> <ul style="list-style-type: none"> <li>Repowering Salcombe Water Taxi (UK SPF)</li> <li>Zenow (IUK)</li> </ul>	<p>Autumn 2023 – Summer 2025, Operational timescale dependant upon build time. 20 year vessel lifespan but contracted through agreement?</p> <p>April 2023 - June 2025</p> <p>October 2023 - March 2025 (build phase)</p>	<p>Funding available for patrol boat and passenger carrying catamaran secured but potential purchase costs following agreement period.</p> <p>£41,000 allocated to SHDC during project lifetime. SHA/SHDC is an unfunded partner and operator in the project. Boats will be on loan to SHA.</p>	<p>Capital project score 3, 4, 5 AM1.5 Adopting an electric vehicle (EV) charging strategy</p>

# Environmental projects delivery plan (page 2)

Project	Justification	Timescale and lifespan	Cost and payback	Applicable to
<b>Support local sailing and environmentally friendly forms of transport</b>	<p>Salcombe is a renowned sailing destination and being a leisure port should encourage education initiatives and facilities designed to get more people using the harbour in sustainable ways (wind or human driven). Current operators wish to enhance their ability to provide such services by using combined mooring options on the deep water.</p> <p>If successful, these particular proposals and similar activity based operators may want to improve or expand their facility holding.</p>	<p>Autumn 2022 – Spring 2023</p> <p>Commercial transfer of current deep water commercial moorings to a dock facility to accommodate traditional Salcombe Yawl sailing. Recycling of old pontoon infrastructure to provide deep water storage platform for sailing school.</p>	<p>Mooring facility income still applicable.</p> <p>Commercial berthing dock cost proposed to be met by the operator, relinquished alternatives reallocated.</p> <p>Time spent to recondition old pontoons with existing unused equipment £1000</p>	<p>Capital project score 3, 4, 5</p> <p>CW1.4 Increase active participation in sport and leisure activities.</p>
<b>Water quality</b>	<p>Investigate in-house water monitoring options or support expansion of current provision from external providers</p>	<p>Summer 2023 – Summer 2025</p> <p>5 year lifespan, continuation based on data quality and the developments in other monitoring</p>	<p>Unknown, options to be presented by EA, third parties.</p> <p><b>Mark Long input</b></p>	<p>SHDC BN1.3 Support schemes that contribute to enhancing the marine environment (including improving water quality)</p>
<b>Advanced Mooring Systems (AMS)</b>	<p>Reinvest in further research, development, installation and trial of new mooring systems to protect vulnerable seabed from scouring by conventional chain moorings.</p> <p>Reinstall the refined design of the Stirling riser originally developed in Salcombe and find the best option to improve our uniquely shallow seagrass beds. Encourage stakeholder knowledge and education on why the facility is upgraded and what is beneath the surface.</p>	<p>January 2024 - March 2024. 1-2 year lifespan depending on location and maintenance survey.</p> <p>Continued ability to support ongoing installations dependant on harbour ability to maintain moorings in house.</p>	<p>Funding/investment available to cover material costs, 2 initial mooring equipment configurations .</p> <p>Funding also available for ongoing monitoring supplied by Marine Conservation Society and partners for research purposes.</p> <p>Potential to fund ongoing maintenance.</p>	<p>Capital project Score 3, 4, 5</p> <p>AM1.6 A 10% increase in biodiversity on Council land.</p> <p>BN1.3 Support schemes that contribute to enhancing the marine environment including improving water quality</p>



Every member of staff working for Salcombe Harbour will have individual objectives aligned to this business plan.

Progress against our plans will be monitored by and reported to the Salcombe Harbour Board. Reports on progress will be provided **six monthly** and where required we will agree reprioritisation of our plans.

The detailed deliver plans included within the business plan will be updated annually with the next update scheduled for 2025.

Report to: **Salcombe Harbour Board**

Date: **12 June 2024**

Title: **2023/2024 Year End Financial Report**

Portfolio Area: **Salcombe Harbour**

Wards Affected: **All**

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

Authors: **Pauline Henstock** Roles: **Head of Finance Practice**  
**Cameron Sims-** **Harbour Master**  
**Stirling**

Contact: **Tel. 01803 861377 [pauline.henstock@swdevon.gov.uk](mailto:pauline.henstock@swdevon.gov.uk)**  
**Tel. 01548 843791 [cameron.sims-stirling@swdevon.gov.uk](mailto:cameron.sims-stirling@swdevon.gov.uk)**

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## **RECOMMENDATION**

**That the Board NOTES the income and expenditure variations for the 2023/24 financial year, notes the overall trading surplus of £91,135 and resolves to allocate this surplus to the Harbour's General (Revenue Account) Reserve.**

### **1. Executive summary**

- 1.1 This report advises Members of the Harbour's final trading position in 2023/24 together with brief details of the main variations from the original budget. A summary of harbour reserves and an analysis of the payments made between Salcombe Harbour and the District Council in 2023/24 have also been provided.

### **2. Background**

- 2.1 The Harbour budget is agreed annually in the autumn by the Harbour Board and subsequently approved by Full Council. Budgeted revenue expenditure for 2023/24 was set at £1,398,500 and fees and charges were set to balance the budget.

### 3. Outcomes/outputs

- 3.1 The Harbour's trading accounts have now been finalised, pending external audit certification. A trading surplus of **£91,135** has been achieved for 2023/24. This surplus equates to 6.5% of the budgeted turnover.
- 3.2 Whilst some normality has come back to the harbour after uncertain years of Covid-19 lockdowns and subsequent 'staycations' there are still circumstances that arise throughout the year that differ from the budgeted position, giving rise to financial variations. Weather can play a big part in visitor numbers with income down on the previous 2 years for those arriving from sea, which is why budgeting needs to be conservative. As an example, in July and August there were 6 consecutively windy Friday-Saturdays both severely limiting weekend trade and knocking confidence for those visitors travelling from further afield. The winter was also wet and windy with only brief spells for visiting vessels to set to sea let alone cross Salcombe Bar. In contrast visitor foreshore moorings were again fully booked across a much longer period of the season than normal, used to facilitate boats arriving by land, exceeding income expectations here and in associated Harbour Dues. In line with recent years all resident facilities were taken up including at Newbridge and Frogmore, where historically there has been availability.
- 3.3 As part of the annual budget process the income targets are reviewed by the Harbour Master to ensure they are as realistic as possible, conservatively including income from visitors who are weather dependant. The 2023/24 surplus has been generated from a variety of sources including the knock-on effects of the delayed workshop build.
- 3.4 Appendix 1 shows how the surplus of **£91,135** has been achieved in 2023/24. The main variations from budget are shown in the table below together with supporting notes to explain the significant movements:

	<b>Budgeted expenditure / (income)</b> £	<b>Variations</b> £	<b>Variations</b> %	£	
<b>APPROVED NET BUDGET</b>			-	-	
<b>Reductions in expenditure/additional income</b>					
Harbour dues income	(453,800)	(46,637)	(10.3%)		A
Mooring hire income	(531,900)	(44,883)	(8.4%)		B



Loan repayments	49,300	(36,500)	(74.0%)		C
Premises related expenditure	415,200	(21,825)	(5.3%)		D
Miscellaneous income	(43,200)	(19,488)	(45.1%)		E
Interest received	(2,600)	(19,200)	(738.5%)		F
Water Taxi income	(36,000)	(8,359)	(23.2%)		G
Other minor variances		(968)	-		
<b>Sub total of variations</b>				<b>(197,860)</b>	
<b>Increases in expenditure/ reductions in income</b>					
Employee expenditure	507,500	92,595	18.2%		H
Supplies and services	89,400	7,818	8.7%		I
Transport related expenses	79,400	6,312	7.9%		J
<b>Sub total of variations</b>				<b>106,725</b>	
<b>2023/24 SURPLUS</b>				<b>(91,135)</b>	

### Notes

- A. **Harbour dues income** – Additional income of £46,637 was generated in 2023/24, equating to 10.3% of the budget. Another year with all resident moorings allocated, commercial operators busy, and an increase in those boats arriving by road and launching into the harbour equates to the majority of this variation being derived from resident Harbour Dues. The remaining variation is from visiting yacht Harbour Dues that whilst still exceeding the budget show a marked drop in income compared to the last 2 years due to the aforementioned weather.
- B. **Mooring hire income** – Additional income of £44,883 was received in 2023/24. The majority of this variation is generated from visitor mooring hire by vessels arriving by land, booking individually allocated swinging visitor foreshore moorings, deeper shared visitor trot moorings or resident foreshore facilities that a resident has informed us are temporarily available.
- C. **Loan repayments** – Due to the delay in the Harbour workshop project this loan was not effective in 2023/24 and therefore the annual repayment of £36,500 was not due. This saving is partly offset by the rental on the Workshop in Island Street of £16,815 included in note 'D' below.

- D. **Premises related expenditure** – This area of expenditure was £21,825 lower than anticipated in 2023/24. Due to the security patrol service now being provided in-house, there was a saving of £60,140 on the security contract. This has been offset overall by an increase in the staffing budget shown in note 'H' below. The security contract saving was offset in premises related expenditure by higher utility costs (£8,828) and repairs and maintenance (£4,876). In addition rent payable to the Duchy was £7,919 more than budgeted due to the additional mooring income generated in 2023/24. Finally, due to the delay in the Harbour workshop project referred to in 'C' above rent on the Island Street workshop of £16,815 was payable in 2023/24.
- E. **Miscellaneous income** – Overall miscellaneous income has exceeded the budget by £19,488 in 2023/24. This variation is primarily associated with the hire of the mooring barge and crane which generated additional income of £12,260 and £3,431 respectively.
- F. **Interest received** – £19,200 of interest was received in 2023/24 compared to a budget of £2,600. This additional income mainly reflects the increase in interest rates since the budget was set in September 2022. In addition the General (Revenue Account) Reserve balance is higher than anticipated due to the level of surpluses generated in recent years.
- G. **Water taxi income** – income from the water taxi service was £8,359 (23%) higher than budgeted in 2023/24. Taxi income appears to have stabilised following Covid related fluctuations but at £44,000 this is a welcome increase from pre covid years.
- H. **Employee expenditure** – Additional employee costs of £92,595 were incurred in 2023/24. This mainly reflects the changes to the security patrol with the service now being provided in-house. This has increased the staffing costs by approximately £60,000 but is fully offset by a reduction in the security patrol budget shown above in note 'D'. In addition, the local government pay award was £1,925 per employee for 2023/24 which was significantly higher than the budgeted provision of 3%, resulting in higher staffing costs of £21,000. A seasonal staff member was also employed for a longer period than normal in 2023/24 to help facilitate moving into and fitting out the new Batson Workshop, leading to increased seasonal staff costs.
- I. **Supplies and services** – additional expenditure of £7,818 was incurred in 2023/24. This includes the purchase of a second-hand workboat hull to replace one of the existing boats. In addition, the IT software and hardware expenditure was higher than budgeted due to the transition to a new Credit Card system provider. This is expected to make savings, substantially increase transaction efficiency across services, reduce errors and reduce the overall

number of machines required that currently operate to facilitate different systems.

- J. **Transport related expenses** – this area of expenditure was £6,312 higher than anticipated in 2023/24 primarily resulting from increased fuel costs (£4,831) and the marine craft insurance (£3,290). These costs were partially offset by reduced repairs and maintenance costs of £2,113.

#### 4. Options available and consideration of risk

- 4.1 Although no changes are anticipated, the figures contained within this report have not yet been externally audited.

#### 5. Reserves and Loans

- 5.1 An analysis of each of the Harbour reserves is shown in Appendix 2. This identifies all items funded from reserves during 2023/24 and contributions made to the reserves. In addition Appendix 2 contains a summary of the loans position with South Hams District Council (SHDC) as at 31 March 2024.

#### 6. Payments between Salcombe Harbour and SHDC

- 6.1 To aid transparency an analysis of the payments between Salcombe Harbour and the District Council is shown in Appendix 3. This compares the budgeted amounts and the actual payments for 2023/24. Overall there has been a net saving in the amount payable to South Hams in 2023/24 of £41,714 mainly due to the delay in the Harbour workshop project (£19,685) and the additional interest received (£19,200).

#### 7. Proposed Way Forward

- 7.1 The 2023/24 accounts are being formally audited later this year.

#### 8. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Statutory Powers that apply to this report are Section 151 Local Government Act 1972 Section 21 (12), Local Government Act 2003 and the Accounts and Audit (England) Regulations 2015.
Financial	Y	The financial implications to this report are that a surplus of £91,135 was generated in 2023/24. This

		will be transferred to the General (Revenue Account) Reserve. This surplus equates to 6.5% of the budgeted turnover.
Risk	Y	<i>Public Accountability</i> – the accounts have been drawn up in strict accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2022/23 which is recognised by statute as representing proper accounting practice.  <i>Resource Planning</i> – the Harbour takes into account any significant issues when developing its 5 year Business Plan and when reviewing its fees and charges.
Supporting Corporate Strategy		Salcombe Harbour plays a vital part in supporting the Council’s strategic vision, the Council Plan.
Climate Change – Carbon / Biodiversity Impact		None directly arising from this report.
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None directly arising from this report.
Safeguarding	N	None directly arising from this report.
Community Safety, Crime and Disorder	N	None directly arising from this report.
Health, Safety and Wellbeing	N	None directly arising from this report.
Other implications	N	None directly arising from this report.

### **Supporting Information**

Appendix 1 – Salcombe Harbour Outturn 2023/24

Appendix 2 – Harbour Balances and Loans Outstanding 2023/24

Appendix 3 – Payments between Salcombe Harbour and SHDC in 2023/24

### **Background Papers:**

None

**SALCOMBE HARBOUR REVENUE OUTTURN 2023/24**

<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>		<b>Budget 2023/2024 (At outturn prices)</b>	<b>Outturn 2023/2024</b>	<b>Variance Outturn to Budget</b>
<b>£</b>	<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>
		<b>Employees:-</b>			
477,201	517,312	Harbour	507,500	600,095	92,595
		<b>Premises-Related Expenditure:-</b>			
46,849	36,277	General Repairs and Maintenance	42,500	47,376	4,876
65,439	53,889	Security Patrol	65,600	5,460	(60,140)
102,419	101,069	Moorings	99,000	102,275	3,275
528	562	Insurances	1,000	578	(422)
28,033	33,556	Utility Charges	32,800	41,628	8,828
10,000	10,000	Public Conveniences contribution	10,000	10,000	0
163,095	171,181	Rents	146,300	171,034	24,734
12,072	14,038	Refuse Collection /Cleaning	18,000	15,024	(2,976)
<b>428,435</b>	<b>420,572</b>		<b>415,200</b>	<b>393,375</b>	<b>(21,825)</b>
		<b>Supplies and Services:-</b>			
6,515	19,480	Equipment	12,600	18,585	5,985
11,845	7,311	Printing, Stationery and Advertising	7,800	7,125	(675)
4,142	4,634	Communications (Radios, Telephones, Postage etc.)	5,800	4,828	(972)
9,664	5,238	Protective Clothing	5,000	8,330	3,330
14,924	16,403	Credit Card Handling Charges	16,000	12,982	(3,018)
31,832	34,351	Miscellaneous	42,200	45,368	3,168
<b>78,922</b>	<b>87,417</b>		<b>89,400</b>	<b>97,218</b>	<b>7,818</b>
66,616	88,129	<b>Transport-Related Expenses (Launches etc.)</b>	79,400	85,712	6,312
55,700	56,800	<b>Central Support Services</b>	59,700	59,700	0
40,000	40,000	<b>Contribution to Renewals Reserve</b>	45,000	45,000	0
65,000	65,000	<b>Contribution to Pontoon Reserve</b>	70,000	70,000	0
58,000	58,000	<b>Contribution to Marine Infrastructure Reserve</b>	63,000	63,000	0
7,089	991	<b>New Projects Funded From Revenue</b>	5,000	5,131	131
35,612	49,469	<b>Revenue Items Being Met From Reserves</b>	15,000	38,545	23,545
12,800	12,800	<b>Capital Charges (Net)</b>	49,300	12,800	(36,500)
<b>1,325,375</b>	<b>1,396,490</b>	<b>TOTAL EXPENDITURE</b>	<b>1,398,500</b>	<b>1,470,576</b>	<b>72,076</b>
(449,605)	(495,332)	Harbour Dues	(453,800)	(500,437)	(46,637)
(552,246)	(578,399)	Mooring Hire	(531,900)	(576,783)	(44,883)
(203,197)	(222,400)	Small Boat Pontoon Systems	(221,200)	(223,276)	(2,076)
(42,829)	(44,286)	Water Taxi Service	(36,000)	(44,359)	(8,359)
(23,299)	(24,088)	Mooring Licences	(25,600)	(24,052)	1,548
(70,110)	(69,753)	Security Patrol Fees	(69,200)	(69,771)	(571)
(67,703)	(60,487)	Miscellaneous	(43,200)	(62,688)	(19,488)
(35,612)	(49,469)	Contribution from Reserves	(15,000)	(38,545)	(23,545)
(300)	(8,800)	Interest	(2,600)	(21,800)	(19,200)
<b>(1,444,901)</b>	<b>(1,553,014)</b>	<b>TOTAL INCOME</b>	<b>(1,398,500)</b>	<b>(1,561,711)</b>	<b>(163,211)</b>
<b>(119,526)</b>	<b>(156,524)</b>	<b>(SURPLUS) / SHORTFALL ON TRADING ACTIVITIES</b>	<b>0</b>	<b>(91,135)</b>	<b>(91,135)</b>

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## HARBOUR BALANCES AND LOANS OUTSTANDING 2023/24

## APPENDIX 2

<b>Pontoons Reserve</b>	
	£
<b>Balance as at 1st April 2023</b>	<b>363,366</b>
ADD	
Contribution 2023/2024	70,000
Interest 4.96%	18,900
	<u>452,266</u>
<i>Less expenditure:</i>	
<i>Four pontoon sections</i>	(33,819)
<b>Balance as at 31st March 2024</b>	<b>418,447</b>

<b>General (Revenue Account) Reserve</b>	
	£
<b>Balance as at 1st April 2023</b>	<b>401,560</b>
ADD	
Surplus 2023/24	91,135
	<u>492,695</u>
<i>Less expenditure:</i>	
<i>Merit Pay 2021/22 and 2022/23</i>	(14,000)
<i>Legal advice for the Harbour Revision Order</i>	(13,555)
<i>Transfer to the Renewals Reserve (SH.10/23)</i>	(150,000)
<b>Balance as at 31st March 2024</b>	<b>315,140</b>

<b>Renewals Reserve</b>	
	£
<b>Balance as at 1st April 2023</b>	<b>223,001</b>
ADD	
Contribution 2023/2024	45,000
Interest 4.96%	15,600
	<u>283,601</u>
<i>Less expenditure:</i>	
<i>Replacement engine</i>	(10,990)
<i>Transfer from the General Reserve (SH.10/23)</i>	150,000
<b>Balance as at 31st March 2024</b>	<b>422,611</b>

<b>A summary of loans outstanding with SHDC at 31st March 2024</b>	
	Pontoons
	<b>Project</b>
Start date	1.10.18
Repayment period	25 years
Maturity date	30.9.43
<b>Original advance</b>	<b>£230,000</b>
Interest rate	2.73%
<b>Annual repayment</b>	
Interest	£3,600
Principal	£9,200
<b>Total</b>	<b>£12,800</b>
Total repayment due	£320,000
<b>Total outstanding 31.3.2024</b>	<b>£249,600</b>

**Total Reserves Balances as at 1 April 2023 £987,927**

**Total Reserves Balances as at 31 March 2024 £1,156,198**

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Payments between Salcombe Harbour and South Hams District Council

APPENDIX 3

	Budget 2023/24 £	Outturn 2023/24 £	Variance 2023/24 £	
<b>Amounts chargeable to SHDC</b>				
Harbour salary recharges (e.g. car parks, beach & water safety)	(180,200)	(180,200)	0	
Contribution to the Security Patrol & Waste Collection	(4,800)	(4,800)	0	
Interest receivable	(2,600)	(21,800)	(19,200)	Investment returns higher than budgeted
	<b>(187,600)</b>	<b>(206,800)</b>	<b>(19,200)</b>	
<b>Amounts payable to SHDC</b>				
Contribution to the Marine Infrastructure reserve (an SHDC earmarked reserve)	63,000	63,000	0	
Officer time recharges (e.g. Finance, HR, Legal, Assets Committee support)	59,700	59,700	0	
Rent for Harbour Office	10,000	10,000	0	
Rent for Harbour Workshop	0	16,815	16,815	These variances are due to the delay in the completion of the new workshop
Loan repayment - Harbour Workshop/Depot	36,500	0	(36,500)	
Other Loan repayment - Pontoon Project	12,800	12,800	0	
Business Rates	18,000	16,642	(1,358)	
Public Conveniences contribution	10,000	10,000	0	
Trade Waste Collection	8,000	6,466	(1,534)	
Chairman - Harbour Board	3,000	3,063	63	
	<b>221,000</b>	<b>198,486</b>	<b>(22,514)</b>	
<b>Net amount payable to/(from) SHDC</b>	<b>33,400</b>	<b>(8,314)</b>	<b>(41,714)</b>	

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