

**MINUTES OF THE MEETING OF THE SALCOMBE HARBOUR BOARD
HELD AT THE LIBRARY, CLIFF HOUSE, SALCOMBE
ON WEDNESDAY 6 JUNE 2007**

MEMBERS

* Cllr J Brazil – Chairman

* Dr C Harling – Vice-Chairman

* Cllr J H Baverstock

* Mr J Barrett

* Cllr R Gilbert

∅ Mr T Bass

* Cllr M J Hicks

∅ Mr H Marriage

* Mr M O'Brien

* Denotes attendance

∅ Denotes apology for absence

Member in attendance at the request of the Chairman:
Cllr N A Barnes (Executive Member for Salcombe Harbour)

Member in attendance but not participating:
Cllr P Coulson

Officers in attendance:
All Agenda Items – Strategic Director (Operations) and Head of Service (Salcombe Harbour)

Officers in attendance for observation purposes:
Harbour Office Manager and Marine Conservation Officer

Also in attendance: 5 Members of the public

SH.1/07 **MINUTES**

The minutes of the meeting of the Salcombe Harbour Board held on 20 March 2007 were confirmed as a correct record and signed by the Chairman.

SH.2/07 **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed to the meeting Cllr Barnes as the Executive Member with responsibility for Salcombe Harbour. He also wished to welcome Cllrs Baverstock and Hicks to their first Board meeting since they were elected onto the Council following the recent elections.

The Chairman then proceeded to thank the Board and the Council for giving him the opportunity to be the Chairman of the Harbour Board. He felt that there were interesting times ahead for the Board with perhaps some tough decisions to make. However, he had every confidence in the Board Members and Harbour Board staff.

The Chairman reminded the Board of the training which had been scheduled for 27 June 2007 on the Marine Safety Code which was a mandatory requirement.

SH.3/07 **DECLARATIONS OF INTERESTS**

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

Messrs Barrett, Harling and O'Brien declared a personal interest by virtue of their rental moorings within the harbour.

SH.4/07 **PUBLIC QUESTION TIME**

Three members of the public wished to utilise the public question time session. Comments were recorded as follows:-

Mr Roger Moore, resident

- a) Clarification was sought on why, when there were so many people on the waiting list for residents' pontoons, had empty berths been observed. In response to this, the Harbour Master noted that once a berth had been granted they were renewed automatically on an annual basis. Only 100% Council Tax payers in the South Hams were eligible for the allocation of Harbour Moorings;
- b) The need to address the issue of long waiting lists for resident berths was also highlighted by Mr Moore. In response, it was noted that the Harbour Office was conscious of this concern and it is something which could be addressed as part of the Moorings Policy consultation;
- c) Concern was expressed that the Business Plan was not comprehensive enough in terms of the foundations of the plan. It was felt that any concerns over the Business Plan could be highlighted through the consultation process.

Mr Tim Tucker, South Sands Ferry

- d) Praise was given for the Strategic Business Plan, although it was felt that there was a need for financial information to be included in order to demonstrate cost effectiveness. In turn, the Harbour Master informed the Board that it was intended that an annual budget monitoring report, weighed against the strategic objectives, would be presented to the Board;

Mr Rob Moore, Kingsbridge Estuary Boat Club

- e) Assurance was sought that proof had been received to show that boat owners had insurance policies in place. In response, it was noted that, currently, boat owners were required to sign a form declaring they had insurance. This was introduced for the 2007/08 season. Any further requirements, including the requirement for owners to produce copies of their insurance certificates as a means of proof, would be considered as part of the Moorings Policy review.

SH.5/07

FEEDBACK FROM HARBOUR COMMUNITY FORUMS

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

Kingsbridge Estuary Boat Club

- the presentation the Harbour Master made to Club Members on the Strategic Business Plan;
- a meeting which had taken place with the Police to discuss improving the boat watch scheme;

Salcombe Kingsbridge Estuary Association

- concern regarding the Council's ability to maintain facilities;
- local business concern of the provisioning afloat initiative;
- the importance of promoting the Wireless Internet access initiative ashore;
- possibilities of bringing self financing projects forward;

Salcombe Kingsbridge Estuary Conservation Forum

- the new terms of reference which had been adopted by the Forum;
- the discovery of rare mussels in the estuary.

SH.6/07

APPOINTMENT OF HARBOUR COMMUNITY FORUMS

RESOLVED

That the following Board Members be appointed as the Boards representative on the corresponding Community Forum Group:-

1. Mr M O'Brien, The Salcombe Kingsbridge Estuary Association;
2. Mr T Bass, The Salcombe Kingsbridge Estuary Conservation Forum;
3. Mr R Gilbert, The Kingsbridge Estuary Boat Club.

SH.7/07 STRATEGIC BUSINESS PLAN

A report was considered which informed Members of the progress made toward the development of the five-year Strategic Business Plan for the Harbour Authority and sought approval of a time table for full public consultation through to final adoption.

The report concluded by saying that progress had been made on the production of a business plan but the time table to publication was problematic. Although difficult to accommodate, a second round of consultation should deliver benefits in the longer term and allow the Council to endorse the plan before fees and charges for 2008/09 were reviewed at the Board meeting on 25 September 2007.

The Chairman thanked the Harbour Master and his staff for the work which had been carried out on the Business Plan.

During discussion, reference was made to:-

- a) paragraph 4 of the circulated report, which identified issues raised by stakeholders that were not currently covered within the Plan. During discussion on the various aspects, it was felt that it maybe more practical not to outline potential projects within the Business Plan but to define projects as they came up for consideration;
- b) concern over there only being 20 responses following the first consultation process. It was noted that although on paper there was only 20 responses, it was important to remember that comments from organisations such as SKEA represented a number of stakeholders. It was decided that further promotion of the Strategic Business Plan was needed through the local press;
- c) the most appropriate strategy to fund the maintenance and replacement of the Harbour infrastructure. Members had two options available, raising funds for maintenance and improvements of the Harbour from increased charges or to rely on a strategy of comprehensive capital borrowing. Following discussion, Members dismissed the idea of comprehensive capital borrowing as this was only a short term solution. Although increased charges was a difficult decision, it made more sense in that the Harbour was operating as a business and not relying on borrowing money. In relation to the annual percentage increase in income required, the Board agreed that for 2009/2010 it would be more practical to have the figure at <6% (as opposed <1% as noted in the presented report).

RESOLVED

That the Harbour Board:

- a) have considered the feedback from the first consultation period and commented on the amendments;
- b) endorse the work completed to date on the Salcombe Harbour Strategic Business Plan;
- c) publish the second draft of the Strategic Business Plan for further consideration with key stakeholder groups.

SH.8/07 **MOORINGS POLICY**

Consideration was given to a report which informed Members on the progress with the review of the Moorings Policy and sought approval of a time table for full public consultation through to adoption of the revised Moorings Policy.

It was noted that the Moorings Policy was fundamental to the management and operation of the Harbour. The updated policy gave the public clear information on how the moorings were managed and allocated and gave detailed and clear guidance for the Harbour staff to adhere to.

During discussion it was agreed that a working group, consisting of Cllrs Baverstock, Brazil, Gilbert and Hicks, be established to consider the feedback from the public consultation. Concern over who was eligible to apply for resident moorings was raised but it was felt that such concerns would be covered through the consultation process.

RESOLVED

That the Harbour Board:

- a) endorse the work completed to date on the Moorings Policy;
- b) agree the timetable for development of the Mooring Policy;
- c) publish the first draft of the revised Moorings Policy for publication consultation;
- d) agree to the establishment of a working party, consisting of Cllrs Baverstock, Brazil, Gilbert and Hicks, to consider feedback from the consultation and renew the policy.

SH.9/07 PROVISIONING AFLOAT SERVICE

A report was considered which sought approval to improve the level of service provided to visiting yachtsmen by investigating a provisioning afloat service. The difficulty of provisioning a vessel in Salcombe had been recognised for a number of years. The situation was generally not getting easier and was directly affecting yachtsmen's decisions about visiting Salcombe. It was anticipated that an efficient provisioning afloat service would greatly enhance the visiting yachtsman's experience.

Whilst Members were in support of the proposal in principle, there was concern over any impact on local shops. However, it was highlighted that, as it stood, the proposal was only to go out for expressions of interest and one of the aspects which maybe addressed when looking at applications was how the proposal linked in and supported Corporate Priority 2: creating the conditions for the growth and maintenance of quality economic activity.

RESOLVED

That the Harbour Board:-

- a) advertise for expressions of interest to provide a provisioning afloat service within Salcombe Harbour;
- b) authorise the Harbour Master, in consultation with the Chairman of the Harbour Board and the Operations Working Group, to select the most appropriate contractor's proposal to provide an provisioning afloat service.

SH.10/07 PERFORMANCE MANAGEMENT

The Board received a report on the Harbour's performance against the Performance Indicators (PIs). The PIs and targets could evolve and adjust annually to provide the information and data required to inform decisions affecting the future investment into harbour facilities. The report concluded in stating that April had been a good month for income and visitor numbers.

The Harbour Master highlighted problems areas which included the state and reliability of some of the plant equipment, launches and concern that the solar powered navigation buoys had not performing to standard during the winter months (new solar panels have now been fitted).

It was also confirmed that in relation to environmental issues, the Environment Agency had agreed to supply annual water quality figures based on monthly sampling.

RESOLVED

That the Harbour Board note Harbour Performance against agreed Performance Indicators.

SH.11/07 TOPICAL HARBOUR ISSUES

A report was considered which informed Members of significant issues with implications for the operational management of Salcombe Harbour.

In presenting the report, reference was made to:-

- a) the work which had now been completed on re-piling Normandy Pontoon;
- b) replacing the Residents' Pontoon. Test piles had been carried out and it was anticipated that WALCON would install the new pontoons by December 2007 at a cost which would be £25,000 below the original budget;
- c) provision of showers for visiting yachtsmen. It was confirmed the Salcombe Yacht Club had agreed to allow the Harbour Authority to distribute tokens to visiting yachtsmen for use in their showers. During discussion it was **PROPOSED** and **SECONDED** and then subsequently **CARRIED** that tokens should be limited to two per yacht with additional tokens being bought.

RECOMMENDATION

That the Harbour note the report and **RECOMMEND** to COUNCIL the expenditure of £12,300 from reserves to provide showers, Wifi and an overflow berthing pontoon at Whitestrand.

RESOLVED

Tokens to visiting yachtsmen for the use of shower facilities at Salcombe Yacht Club be limited to 2 per yacht with additional tokens being purchased.

(Meeting commenced at 2.30 pm and concluded at 5.00 pm).

Chairman