

**MINUTES OF THE MEETING OF THE SALCOMBE HARBOUR BOARD  
HELD IN THE LIBRARY, CLIFF HOUSE, SALCOMBE ON  
TUESDAY, 19 OCTOBER 2004**

**MEMBERS**

\* Cllr J S Beer - Chairman

\* Mr R Wheeler - Vice-Chairman

* Cllr H D Bastone	* Mr T Bass
* Cllr J Brazil	∅ Mr G Foale
* Cllr R J Carter	* Mr R Gilbert
∅ Cllr P H Cook	* Dr P Goldsworthy
∅ Cllr C M Pannell	* Ms L Heape
* Cllr S L Rankin	* Mr P Howard
* Cllr G Rothwell	* Mr E Johnson
* Cllr D W S Thorning	
∅ Cllr A R Vale	

\* Denotes attendance

∅ Denotes apology for absence

Also in attendance at the invitation of the Chairman:  
Mr Chris Stidson-Knott for Item 13 (Minute SH.19/04 below refers)

SH.8/04 **MINUTES**

The minutes of the meeting of the Board held on 13 July 2004 were confirmed as a correct record and signed by the Chairman.

In response to a query, it was discovered that a Co-opted member had not received the referred to appendices in his copy of the minutes of the 13 July 2004 meeting, which had included a list of the questions tabled at the meeting (Minute SH.6/04 refers).

SH.9/04 **CHAIRMAN'S ANNOUNCEMENT**

The Chairman expressed his sadness over the recent death of Mr Ralf Sharp, who was a previous Chairman of the Board. In addition, the Chairman also advised the Board that he had asked officers to investigate the Board's policy on Reservation Fees. It was intended that the outcome of this review would be the subject of a report to a future Board meeting. Finally, the Chairman also wished to compliment the Harbour Board staff on their hard work and efforts over a busy summer period.

SH.10/04 **DECLARATIONS OF INTEREST**

Members were invited to declare any interests in the items of business to be considered during the course of the meeting but none were made.

SH.11/04 **FINAL ACCOUNTS 2003/2004**

A report was considered which provided Members with details of the Harbour's trading position in 2003/2004. The report also highlighted the main variations from the original budget and offered a summary of the harbour's reserves and balances.

In the report, particular reference was made to:-

- (a) the Harbour's trading accounts having been finalised, subject to external audit certification;
- (b) the surplus of £34,174 that had been generated compared with the budgeted break-even position;
- (c) actual expenditure in 2003/2004 and the main variations from budget.

Members felt that the surplus obtained could be attributed to the hard work undertaken by the Harbour Board staff and should remain in the Board's reserves and be used for the benefit of those using the harbour.

**RESOLVED**

That the final accounts as set out within Appendix A to the report be noted.

SH.12/04 **FINANCIAL FORECAST 2004/05 & 2005/06**

Consideration was given to a report which identified issues facing the Harbour and demonstrated the financial impact these had on the trading position and Harbour charges. This information would assist Members in deciding future levels of service provision and set the 2005/06 budget and charges. The report also updated Members on the trading position in 2004/05.

During discussion, particular reference was made to:-

- (a) the need for stakeholders to understand the processes behind financial planning. A Co-opted member felt that a financial officer should be invited to attend stakeholder meetings to explain the rationale behind financial planning. The Harbour Master advised that he had regrettably missed the last stakeholder meeting, but would endeavour to attend future meetings if available;
- (b) the Water Taxi. The Board debated the proposed increased charges for the Water Taxi service, which would potentially raise Harbour income by approximately £10,000. Whilst all Board members accepted the proposed increase for trips off the town, some members expressed concern over the suggested increase for trips to the Bag. Members felt that additional information should be presented to the next Board meeting in order that a fully informed decision on Water Taxi fares to the Bag could be made. Information requested by the Board included the percentage of boats which went to the Bag and the current revenue obtained in the Bag;
- (c) the relevance of the 5% discount to those harbour customers who paid their invoices (in excess of £1,610) within a specified time frame. It was noted that of the 13 companies eligible to receive the 5% discount, 9 companies took advantage of the scheme. The companies were all fairly large stakeholders who were based in and around Salcombe. Officers advised that the Harbour Board was facing a £19,000 shortfall and in removing the 5% discount, £2,500 would be raised towards addressing the funding gap. However, some members felt that any measures which were in place to assist the Salcombe business community should be maintained.

The following motion was then **PROPOSED** and **SECONDED**, and on being put to the vote was declared **LOST**:-

“That the current 5% discount received be reduced to 2.5%”

### **RESOLVED**

1. That the current year’s financial position be noted;
2. That the service pressures and ways of addressing the funding gap set out within paragraphs 5 to 12 of the report be considered for incorporation within the 2005/06 budget, with the exception of the Water Taxi fares to the Bag, which be deferred pending further information to the 30 November 2004 Board meeting;
3. That the list of fixed assets, as detailed in paragraph 8 to the report, be replaced.

SH.13/04 **SALCOMBE HARBOUR AUTHORITY: ASSET MANAGEMENT & BUSINESS PLANNING**

A report was considered which advised of the progress made by the Council in its commitment to Asset Management. The report highlighted the importance of the Harbour Board progressing in line with the Council's policies and timetable. To ensure that the Board was in an informed position to prioritise future improvement works and capital projects, a Business Planning Training event was to be co-ordinated by officers.

During discussion, the following points were raised:-

- (a) The Board was informed that the Council's Asset Management Group was a collection of officers who discussed Council-owned assets and made recommendations to Members;
- (b) Further to Council-owned assets, the Board hoped that assets could be identified and considered which were not in the Council's ownership (e.g. access routes to the Harbour in unknown ownership);
- (c) The Business Plan Training Day was intended to suit a number of purposes including role delivery, influencing future decisions of the Board, business and asset management planning, consideration of the possible outcomes of the Municipal Ports review and developing the future role of the Harbour Board. On reflection, it was felt that due to the extent of the topics to be covered, the training should be undertaken over the two mornings of the 30 November 2004 and 25 January 2005 Harbour Board meetings.

**RESOLVED**

- 1. That the report be noted;
- 2. That the Board agree to hold two Business Plan Training Sessions on the mornings of the next two Harbour Board meetings on 30 November 2004 and 25 January 2005.

SH.14/04 **SCOBLE TRANSIT LIGHTS**

The Board considered a report which provided an update on the progress of the investigation to find attractive new arrangements for the Scoble Transits. The Board had previously recommended that the Harbour Master report back with additional information including detailed costings for Members' further consideration. It was noted that this preliminary work was now complete.

The proposal for the new arrangements for the Scoble Transits

involved:

- (a) repositioning of the upper light by 15 metres to the north-west with a new support structure and for it to be enclosed by fencing for protection;
- (b) repositioning of the lower light to a position higher up the hill which would achieve a precise leading line and, because of its elevated position, would prevent any obstruction by yacht masts.

The Board felt that the proposal was an excellent idea and should be endorsed.

### **RESOLVED**

- 1. That the recommended new arrangements for the Scoble Transits, as outlined in the report presented to the Board, be approved;
- 2. That the purchase of the new navigational equipment and ancillary support structures to be funded from the Revenue Reserve Fund be approved;
- 3. That the Council's Head of Property Services be instructed to secure the best terms possible for a new lease with the landowner;
- 4. That the Harbour Master be instructed to submit a planning application to South Hams District Council for the structures supporting the two lights.

### SH.15/04 **STAFFING**

Members considered a report which sought to inform the Board of the retirement of the Assistant Harbour Master and to ask the Harbour Master to report back to the Board with proposals for future staffing arrangements. The Board acknowledged the long service of the employee and wished him well on his retirement.

### **RESOLVED**

- 1. That the retirement of the Assistant Harbour Master be noted;
- 2. That the Harbour Master be asked to report back to a future Board meeting with proposals for the re-organisation of the Salcombe Harbour Authority staffing structure.

SH.16/04 **BOOMING EXERCISE AND OIL POLLUTION RESPONSE TRAINING  
22-23 NOVEMBER**

A report was considered which informed the Board that Salcombe Harbour would be hosting an oil pollution exercise on 22 and 23 November 2004. The Maritime Coastguard Agency and Devon County Council, which were organising the event, would be supported by a number of government agencies in testing the existing booming plan. The Salcombe Harbour Authority had been asked to play a supportive role, as it would if an oil pollution incident occurred for real.

The Board believed it to be good news for both Salcombe and the Harbour Authority to be chosen to hold such a major exercise. The Harbour Master advised that the first day would be predominantly about training and the second day would involve the actual deployment. It was noted that all Board members were invited to watch the exercise and that any interested parties should inform the Harbour Master at the end of the meeting. A member advised that foreshore owners on the opposite side of the harbour and East Portlemouth Parish Council were currently unaware that this exercise was to occur.

**RESOLVED**

1. That the report be noted;
2. That members who wish to observe the training exercise, register their interest with the Harbour Master.

SH.17/04 **TOPICAL HARBOUR ISSUES**

Consideration was given to a report which informed the Board of any interesting current or future issues which may affect the Salcombe Harbour Board or the Salcombe Harbour Kingsbridge Estuary.

(a) Port Marine Safety Code – Safety Management System

The Board noted the work undertaken by the Co-opted member who represented the Royal Yachting Association (RYA) with regard to the management issues surrounding the public slipway at Batson. The Board agreed to set up a small informal working party to consider the findings of the research, with the conclusions reported back to a future Board meeting.

The requirement to keep sight of the safety problems at Whitestrand was also highlighted.

(b) Website

The Board was advised that progress was being made with regard to the creation of the new Salcombe Harbour website. It was hoped that once fully operational, concerns over the publishing and availability of harbour-related publications and agendas could be allayed.

(c) Environmental Issues

The Board was provided with a verbal update of interesting environmental initiatives on going around the estuary. In his update, the Marine Conservation Officer made particular reference to the new hide being opened at West Charleton, progress being made on the underwater film and the continuing developments with the events programme.

(d) Other Issues

A member advised that the associations which he represented had expressed concern that the composition of the Harbour Board was too politically dominant (four of the eight Co-opted members of the Board represented Town or Parish Councils) and not sufficiently diverse. In addition, there was a consensus amongst those associations that the Harbour should not pursue trust port status.

The Chairman also advised that initial dialogue had taken place between himself and the Chairman and Vice-Chairman of the Business Board (Leisure, Car Parks and Markets) with regard to the future of Boat Parking charges.

**RESOLVED**

That the report be noted.

SH.18/04 **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED**

That, in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item of business as the likely disclosure of exempt information as defined in paragraph 8 of Part 1 of Schedule 12A to the Act is involved.

SH.19/04 **WATERTIGHT SECURITY: THE HARBOUR BOARD'S NIGHT SECURITY PATROL CONTRACTOR**

The Board was provided with a briefing from Mr Chris Stidson-Knott of Watertight Security, which included reference to the role of the organisation, methods of working and progress made to date. The Board commended the work undertaken by Watertight Security and thanked Mr Stidson-Knott for attending and providing a briefing.

(Meeting commenced at 2.30 pm and concluded at 4.20 pm).

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Chairman