

# South Hams Salcombe Harbour Board



<b>Title:</b>	<b>Agenda</b>								
<b>Date:</b>	<b>Monday, 16th September, 2019</b>								
<b>Time:</b>	<b>2.30 pm</b>								
<b>Venue:</b>	<b>Main Hall, Cliff House, Salcombe</b>								
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> Cllr Brazil</p> <p style="text-align: center;"><b>Vice Chairman</b> Mr H Marriage</p> <p><i>Members:</i></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Ms A Jones</td><td>Cllr Brown</td></tr> <tr> <td>Mr M Mackley</td><td>Cllr Foss</td></tr> <tr> <td>Mr I Stewart</td><td>Cllr Long</td></tr> <tr> <td>Mr M Taylor</td><td>Mr C Plant</td></tr> </table>	Ms A Jones	Cllr Brown	Mr M Mackley	Cllr Foss	Mr I Stewart	Cllr Long	Mr M Taylor	Mr C Plant
Ms A Jones	Cllr Brown								
Mr M Mackley	Cllr Foss								
Mr I Stewart	Cllr Long								
Mr M Taylor	Mr C Plant								
<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>	Member.Services@swdevon.gov.uk								

- 1. Apologies for Absence**
- 2. Minutes** **1 - 6**  
to approve as a correct record and authorise the Chairman to sign the minutes of the meeting of the Board held on 24 June 2019;
- 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**  
Members are invited to declare any personal or disclosable pecuniary 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. Feedback from Harbour Community Forums**  
to receive verbal reports from Board Members who attend the Harbour Community Forums on behalf of the Board
- 8. 2020/21 Fees and Charges** **7 - 18**
- 9. 2020/21 Budget** **19 - 32**
- 10. Harbour Master's Report - standing agenda item** **33 - 42**
- 11. 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";

**12. Assets Projects Update**

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**MINUTES OF THE MEETING OF  
THE SALCOMBE HARBOUR BOARD  
HELD AT CLIFF HOUSE, SALCOMBE ON MONDAY, 24 JUNE 2019**

<b>Members in attendance</b>			
<b>* Denotes attendance</b>		<b>Ø Denotes apology for absence</b>	
*	Cllr J Brazil (Chairman)	*	Ms A Jones
*	Cllr D Brown	*	Mr M Mackley
Ø	Cllr R J Foss	*	Mr H Marriage (Vice-Chairman)
*	Cllr M Long	*	Mr C Plant
		*	Mr I Stewart
		*	Mr M Taylor

<b>Item No</b>	<b>Minute Ref No below refers</b>	<b>Officers in attendance and participating</b>
All agenda items		Chief Executive; Salcombe Harbour Master; Deputy Section 151 Officer; Head of Assets Practice; Deputy Monitoring Officer; and Senior Specialist - Democratic Services

**SH.1/19 WELCOME**

The Chairman welcomed Cllr Brown and Mr Plant to their first Board meeting following their respective successful applications to serve on the Harbour Board.

**SH.2/19 MINUTES**

The minutes of the meeting of the Salcombe Harbour Board held on 1 April 2019 were confirmed as a correct record and signed by the Chairman.

**SH.3/19 CODE OF CONDUCT DISPENSATIONS**

The Deputy Monitoring Officer reminded the Board of the implications under the adopted Code of Conduct. She went on to advise that the payment of harbour dues constituted a contract with the Council, and therefore should be declared by Members as a Disclosable Pecuniary Interest (DPI). In the event of declaring a DPI, a Member would have to update their Register of Interest forms immediately.

As a number of Board Members were in this position of paying Harbour Dues, the Deputy Monitoring Officer granted a dispensation to all Members to enable them to take part in the meeting, (as stated in Paragraph 8.1 (c) of the Members Code of Conduct) as otherwise the meeting would be inquorate. This dispensation would be in force until the next Annual Council meeting in May 2020.

## SH.4/19 **DECLARATIONS OF INTEREST**

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

Ms Jones, Mr Mackley, Mr Marriage, Mr Plant, Mr Stewart and Mr Taylor each declared a disclosable pecuniary interest in all related agenda items by virtue of paying harbour dues to the Council. As a result of the Deputy Monitoring Officer granting each Board Member a dispensation, they were all able to take part in the debate and vote on any related matters (Minute SH.3/19 refers).

## SH.5/19 **PUBLIC QUESTION TIME**

In accordance with the Public Question Time Procedure Rules, the following member of the public addressed the Board:

### **(a) Mr Tim Tucker, South Sands Ferry**

In addressing the Board and citing a recent accident that had required an ambulance being called, Mr Tucker stressed the importance of the stream being prevented from undermining the slipway at South Sands.

Officers responded by stating that, whilst the slipway was unregistered, the Council was committed to finding a solution to this problem.

## SH.5/19 **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 advised that there had not been a SKECF meeting held recently.

### **South Devon & Channel Shellfishermen**

The representative advised that:

- Progress remained positive with the Fish Quay. Currently, the on-site defibrillator had been sent away for a service in an attempt to get it operational;
- he was willing to take a lead on making an application to the Maritime Management Organisation for funding towards the purchase of Personal Flotation Devices; and
- the two main Fish Quay users were now able to plug into an electricity meter supply on site.

### **Kingsbridge and Salcombe Marine Business Forum**

The representative informed that the marine businesses were working well together and with the Harbour staff.

In addition, the representative stated that the businesses were of the view that there had been a lack of recent progress updates over the proposed commercial units at Batson. In reply, officers informed that the timetable was still on schedule whereby the planning application was due to be determined by the Development Management Committee at its meeting on 17 July 2019. In the event of any parties wishing to make representations on the planning application, they were encouraged to do so via the planning portal on the Council website.

Subject to planning approval being granted by the Committee, it was then intended for a due diligence exercise to be undertaken on the preferred contractor. If this exercise was proven to be satisfactory, then the development was anticipated to commence in September 2019 and concluded by Easter 2020.

### **Kingsbridge Estuary Boat Club (KEBC)**

The representative did not provide an update to this Board meeting.

### **East Portlemouth**

The representative informed that the old pontoons were now being fully utilised.

SH.6/19

## **2018/19 YEAR END FINANCIAL REPORT**

Consideration was given to a report that advised the Board of the Harbour's final trading position in 2018/19 together with brief details of the main variations from the original Budget. Furthermore, the report also presented a summary of the Harbour Reserves.

During the ensuing discussion, reference was made to the trading surplus of £20,499 being welcomed. In addition, officers were thanked for the presentation of the accounts that were felt to be concise and more reader friendly than in previous reports presented to the Board.

It was then:

### **RESOLVED**

1. That the income and expenditure variations for 2018/19 be noted;
2. That the overall trading surplus of £20,499 be noted; and
3. That this surplus be allocated to the Harbour's General Reserve Fund.

**HARBOUR MASTER'S REPORT**

The Board considered a report that provided an update on a number of recent issues that had affected the Harbour. In particular, the report provided an update on service performance, major projects and any other issues that impacted upon the Harbour.

During the subsequent debate, the following points were raised:-

- (a) It was confirmed that the Rates and Charges Member Workshop would be held on the morning of Wednesday, 3 July 2019;
- (b) Following a successful recruitment and selection exercise, 27 applications had been received for the vacant Mooring Officer post and the Harbour Master stated that the role had now been filled, with the successful postholder due to take up their role on 1 September 2019;
- (c) As a general point, a Member emphasised the importance of all Harbour staff training needs being identified and addressed. In response to a Member wishing for the Board to be satisfied that staff remuneration was no longer an issue, it was felt that the Harbour's five-year business plan was the appropriate forum for this to be undertaken. By way of assurance, the Chief Executive highlighted the amount of time that had previously been taken on this matter and she confirmed her belief that the solution that had been reached had resolved this matter;
- (d) Whilst the content would evolve, the Harbour Master stated his confidence that the new website would be a quality product once it was fully completed;
- (e) As a follow up to the Salcombe Dinghy Sailing presentation that was delivered to the last Board meeting (Minute SH.30/18(b) refers), it was **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** that:  
  
*'A 50% reduction of Salcombe Dinghy Sailing's annual invoice be approved and the Harbour Authority monitors and works closely with the organisation to monitor the impact of the proposal for the remainder of 2019, with an update then being presented to a Board meeting during early 2020.'*
- (f) A Member asked that consideration be given to future Board meetings being hosted at different venues around the Estuary.

It was then:

**RESOLVED**

1. That the content of the report be noted and endorsed;
2. That a Rates and Charges Board Workshop be arranged for the morning of Wednesday, 3 July 2019; and



3. That approval be given to a 50% reduction of Salcombe Dinghy Sailing's annual invoice and that the Harbour Authority work closely with the organisation to monitor the impact of the proposal for the remainder of 2019, with an update then being presented to a Board meeting during early 2020.

(Meeting commenced at 2.30 pm and concluded at 3.30 pm)

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Chairman

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Report to: **Salcombe Harbour Board**

Date: **16 September 2019**

Title: **Proposed charges 2020-2021**

Portfolio Area: *Salcombe Harbour*

Wards Affected: **All**

Relevant Scrutiny Committee: Overview & Scrutiny Committee

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

Date next steps can be taken: **N/A**  
(e.g. referral on of recommendation or implementation of substantive decision)

Author: **C Sims-Stirling** Role: **Harbour Master**  
**P Goodhead** **Assistant Harbour Master**  
**M McCheyne** **Assistant Harbour Master**

Contact: **01548 843791**

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## Recommendations:

1. The Harbour Board **recommends** the proposed charges to Council for implementation from 1 April 2020.

1. **Executive summary.** This report proposes the fees and charges that ensure the Harbour achieves a 'break even' revenue budget.

2. **Background.** The Harbour's enabling legislation empowers the Harbour Authority to levy fees and charges to meet running costs, repay any capital debts and establish reserves to renew, extend or improve the Harbour. The 2020/21 budget gap is £34,700. Proposals to offset this are set out below.

### 3. Proposed Way Forward.

3.1 Mooring hire is increased relatively across the board to cover the increased cost in running the harbour. **(Appendix 1)**

3.2 Resident harbour dues are restructured to represent the board's wishes to achieve a fairer method incorporating a linear scale of length and horsepower. **(Appendix 2)**

3.3 Visitor harbour dues and moorings (including Town Landings) are frozen retaining a uniform pricing structure, as per previous year.

3.4 Whitestrand seasonal permits increased to cater for new infrastructure installed in 2019/20 season. **(Appendix 1)**

Item	Proposed amendment	Comment
<b>Harbour Dues:</b> Casual dues (visitors) Annual dues (residents)	0.0% *£7.00 p/m *£0.75 p/Hp	Resident harbour dues are restructured to represent the board's wishes to achieve a fairer method incorporating a linear scale of length and horsepower.
<b>Mooring Hire:</b> Annual Deep Water (residents) Casual Deep Water (visitors) Annual Foreshore (residents) Casual Foreshore (visitors) Store Boxes at Ditch End Overnight - Town Landings	*3.0% 0.0% *3.0% 0.0% 0.0% 0.0%	Reflects rising costs of undertaking statutory duties. This increase caters for part of budget deficit.
<b>Annual pontoons:</b> Shadycombe Creek V Quay, Batson & Kingsbridge Whitestrand Licence Fees Whitestrand Pontoon July/August Pontoon for Fishermen, the Spur	*3.0% *3.0% 0.0% *12.5% 0.0%	Reflects rising costs of undertaking statutory duties. This increase caters for part of budget deficit. Whitestrand seasonal permits increased to reflect new infrastructure installed in 2019/20 season.
<b>Private Mooring Licences:</b> All Areas	*3.0%	Increased in line with all other Resident mooring charges.

\*All increases above are shown in **RED** in **Appendix 1**.

#### 4. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	N	The Pier and Harbour (Salcombe) Confirmation Order 1954
Financial	Y	The proposed changes to fees and charges will raise additional net income of £34,700 thereby meeting the revenue budget gap for 2020/21.

Risk	Y	Fees and charges may be insufficient if fewer than expected vessels use the Harbour or if costs rise more than anticipated
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None
Safeguarding	N	None
Community Safety, Crime and Disorder	N	None
Health, Safety and Wellbeing	N	No adverse impacts
Other implications	N	

### **Supporting Information**

#### **Appendix:**

1. Proposed fees and charges document.
2. Examples of vessel harbour dues comparison.

**Background Papers:** None

### **Approval and clearance of report**

<b>Process checklist</b>	<b>Completed</b>
Portfolio Holder briefed	<b>Yes/No</b>
SLT Rep briefed	<b>Yes/No</b>
Relevant Exec Director sign off (draft)	<b>Yes/No</b>
Data protection issues considered	<b>Yes/No</b>
If exempt information, public (part 1) report also drafted. (Committee/Scrutiny)	<b>Yes/No</b>

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**SOUTH HAMS DISTRICT COUNCIL**  
**SALCOMBE HARBOUR BOARD RATES AND CHARGES 2020-2021**

**The Salcombe Harbour Order 1954 - The Harbour Act 1964**  
(which includes the Kingsbridge Estuary and all the creeks adjoining)

Charges from 1 April 2020



Ex VAT Inc Vat

**Harbour dues payable by all vessels moored/launched within the Estuary and registered at the Harbour Office**

Canoes, kayaks, paddle boards, & Row boats	£	5.00	£	6.00
All vessels without an engine (charged @ cost per metre only)	£	5.83	£	7.00
plus				
Horsepower supplement for all motorised vessels (charged @ cost per Hp capped at 1000 Hp)	£	0.63	£	0.75

**Mooring Hire (Per annum for each mooring chain or connection)**

**Foreshore including South Sands Seasonal (Salcombe Harbour Authority)**

All Areas (charged per metre) (min 4.5 metre £232.20 inc VAT)	£	43.00	£	51.60
All Areas BOATYARD (charged per metre) (min 4.5 metre £2348.30 inc VAT)	£	64.50	£	77.40

**Foreshore Mooring Licenses (including Running Moorings)**

All Areas (charged per metre of vessel) (min 6.0 metre £47.34 inc )	£	6.57	£	7.89
All Areas BOATYARD (charged per metre) (min 6.0 metre £70.92 inc VAT)	£	9.85	£	11.82

**Deep Water (Salcombe Harbour Authority)**

Deep Water (Above Tosnos)(min 7.5 metre vessel £539.77 inc VAT)	£	59.97	£	71.97
Deep Water (min 7.5 metre vessel £642.15 inc VAT)	£	71.35	£	85.62
Deep Water BOATYARD (min 7.5 metre vessel £963.30 inc VAT)	£	107.03	£	128.44

**Deep Water Mooring Licences (including store box mooring licenses)**

All Areas (charged per metre of vessel) (min 6.0 metre vessel £78.66 inc VAT)	£	10.93	£	13.11
All Areas BOATYARD (charged per metre) (min 6.0 metre vessel £98.70 inc VAT)	£	13.71	£	16.45

**Batson, Shadycombe, Victoria Quay and Kingsbridge Pontoon Berths**

2.0 metre max width berth (Inc Kingsbridge)	£	270.90	£	325.08
2.3 metre max width berth (Baston & Shadycombe)	£	345.68	£	414.81
2.0 metre max width BOATYARD MOORING berth (Inc Kingsbridge)	£	406.34	£	487.60
2.3 metre max width BOATYARD MOORING berth (Batson & Shadycombe)	£	518.52	£	622.22

**Whitestrand Pontoon Charge**

Per month, All vessels, maximum 4.2 metre length, July and August only	£	37.50	£	45.00
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**Crime Prevention Charges (additional charges related to permanent mooring categories)**

Category 1 All permanent mooring holders	£	7.56	£	9.07
plus				
Category 2 Deep Water permanent mooring holders	£	49.60	£	59.52
Category 3 Foreshore and drying pontoon permanent mooring holder with powered vessels excluding inboard engines	£	21.02	£	25.22

**Facility Retention Fee, Moorings Foreshore & Deep Water**

Facility Retention Fee (other)	£	41.67	£	50.00
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**Deep Water Waiting List Retention Fee**

Deep Water Waiting List Retention Fee	£	166.67	£	200.00
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**Drying Pontoon Waiting List Retention Fee**

Drying Pontoon Waiting List Retention Fee	£	41.67	£	50.00
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**Foreshore Waiting List Retention Fee**

Foreshore Waiting List Retention Fee	£	41.67	£	50.00
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Appendix 1.  
Proposed Fees and Charges

**Store Boxes**

Mooring Rental (Castle Bay / Ditchend) (per annum)	£	140.40	£	168.48
Registration Fee (per annum)	£	10.71	£	12.85

**Hard Standing Facility Hire**

Newbridge Boat Park (Boat only per annum)	£	90.27	£	108.32
Whitestrand Boat Park (Boat only per annum)	£	137.50	£	165.00
Kingsbridge Boat Park (Boat only per annum)	£	77.16	£	92.60
Newbridge Dinghy Rack (per annum)	£	70.38	£	84.46
Batson Dinghy Rack (per annum)	£	78.03	£	93.64
Whitestrand Dinghy Rack (per annum)	£	78.03	£	93.64

**Whitestrand Pontoon Licence (Resident Commercial) (per annum)**

Category A (craft carrying < 12 passengers landing < 10 times per day)	£	222.35	£	266.82
Category A1 (Category A landing > 10 times but < 20 times per day)	£	444.68	£	533.62
Category A2 (Category A landing > 20 times per day)	£	1,778.68	£	2,134.42
Category B (craft carrying > 12 but < 50 passengers landing < 10 times per day)	£	444.68	£	533.62
Category B1 (Category B landing > 10 times but < 20 times per day)	£	889.34	£	1,067.21
Category B2 (Category B landing > 20 times per day)	£	3,557.36	£	4,268.83
Category C (craft carrying > 50 passengers landing < 10 times per day)	£	889.34	£	1,067.21
Category C1 (Category C landing > 10 times but < 20 times per day)	£	1,778.68	£	2,134.42

**Ferry Landing Jubilee Pier and Kingsbridge**

Category A2 (Category A landing > 20 times per day)	£	1,778.68	£	2,134.42
Category C (craft carrying > 50 passengers landing < 10 times per day)	£	889.34	£	1,067.21

**Marine Contractors**

Daily charge for on Quays and Slipways (not including Parking)	£	12.50	£	15.00
Annual charge for on Quays and Slipways (not including Parking)	£	166.67	£	200.00

**Marine Advertising Boards (VAT Exempt)**

Whitestrand	£	51.47	£	51.47
Whitestrand (Small Front Space)	£	30.70	£	30.70
Ferry Pier Notice Boards and East Portlemouth	£	51.47	£	51.47
Ferry Pier Notice Boards and East Portlemouth (Double Sized)	£	102.94	£	102.94

**Batson Creek Boat Park**

Resident's Compound Creek Boat Park space (per annum)	£	413.13	£	495.75
Boat Park Daily	£	8.33	£	10.00
Boat Park Daily (LARGE SPACE)	£	12.50	£	15.00
Boat Park Weekly	£	50.00	£	60.00
Boat Park Weekly (LARGE SPACE)	£	75.00	£	90.00
Coach Park Daily	£	9.58	£	11.50
Trailer Parking Daily (under 4.5m)	£	5.00	£	6.00
Trailer Parking Daily (over 4.5m)	£	6.67	£	8.00
Trailer Parking Weekly (under 4.5m)	£	23.33	£	28.00
Trailer Parking Weekly (over 4.5m)	£	29.17	£	35.00

Pleasure Boat Licence (per vessel per annum) South West Cat 1: Hire Boats (VAT Exempt)	£	49.00	£	49.00
Pleasure Boat Licence (per vessel per annum) South West Cat DTp: Passenger Certified Boats (VAT Exempt)	EXEMPT*		EXEMPT*	

\*Exemption applies on production of current relevant DTp certification

A reduction of 20% will be made in the case of hire boat operators presenting a minimum of six boats for examination at any one time.



Appendix 1.  
Proposed Fees and Charges

Boatman / Operator Licence Initial (VAT Exempt)	£ 105.00	£ 105.00
Boatman/ Operator / Assistant Boatman's Licence (per person per annum) (VAT Exempt)	£ 35.00	£ 35.00
A charge of 50% of the appropriate fee will be made in the case of re-examination. (VAT Exempt)		
<b>Harbour Authority Service Charges</b>		
Barge Hire (Min 4 hours)	£ 600.00	£ 720.00
Barge Hire per day	£ 1,200.00	£1,440.00
Barge Hire per week	£ 6,000.00	£7,200.00
Launch Hire per hour (1 hour min)	£ 70.00	£ 84.00
Launch Hire per day	£ 500.00	£ 600.00
Launch Hire per week	£ 2,500.00	£3,000.00
Launch Routine Towage (< 30 mins)	£ 30.00	£ 36.00
Fork Lift Truck Hire per hour	£ 70.00	£ 84.00
Fork Lift Truck Hire per day	£ 500.00	£ 600.00
Fork Lift Truck Hire per week	£ 2,500.00	£3,000.00
Fork Lift Truck Hire (< 30 mins)	£ 30.00	£ 36.00
Crane Hire per hour (1 hour min)	£ 100.00	£ 120.00
Crane Hire per day	£ 700.00	£ 840.00
Crane Hire per week	£ 3,500.00	£4,200.00
Additional member of staff per hour	£ 33.65	£ 40.38
Towage Penalty Fee	£ 83.33	£ 100.00
Annual Parking Permits for reserved spaces - Fishermen	£ 496.88	£ 596.26
Hire Powerboat Props per month	£ 32.50	£ 39.00
Hire Yacht Cradle per month	£ 40.83	£ 49.00
Hire Yacht Cradle per season	£ 208.33	£ 250.00
Hire Powerboat Props per season	£ 158.33	£ 190.00
Annual Charge for loading/unloading catch on quay for Commercial Vehicles from 20-40 tons unladen weight.	£ 1,666.67	£2,000.00
Annual Charge for loading/unloading catch on quay for Commercial Vehicles from 2-20 tons unladen weight. Inc Fuel	£ 916.67	£1,100.00
Annual Charge for loading/unloading catch on quay for Commercial Vehicles up to 2 ton unladen weight.	£ 484.17	£ 581.00
Use of Quays for commercial cars and vehicles up to 2 tons unladen weight, per working day or part**	£ 20.83	£ 25.00
Use of Quays for commercial vehicles from 2 -20 tons unladen weight, per working day or part to include fuel tankers**	£ 41.67	£ 50.00
Use of Quays for commercial vehicles from 20-40 tons unladen weight, per working day or part**	£ 83.33	£ 100.00
**does not include spur charge payers who pay for reserved parking spaces.		
Winter Storage Temporary, per metre per week. December / January / February only	£ 2.75	£ 3.30
Winter Storage Salcombe Zone 1, per metre per season	£ 45.83	£ 55.00
Winter Storage Salcombe Zone 2, per metre per season	£ 65.42	£ 78.50
Winter Storage Kingsbridge Zone 1, per metre per season	£ 44.17	£ 53.00
Winter Storage Kingsbridge Zone 2, per metre per season	£ 62.92	£ 75.50
Annual Spur charge for Fishing vessels, per registered metre	£ 59.53	£ 71.44
Daily Spur charge for visiting Fishing vessels	£ 41.82	£ 50.18
Slipway Hoist, per metre (Min charge £120 in line with Crane Hire)	£ 11.67	£ 14.00
Scrubbing Grid Environmental charge, per metre	£ 1.08	£ 1.30
Overnight berthing alongside Fish Quay, per registered metre of vessel	£ 2.09	£ 2.51
Fish Quay Pontoon maximum length 5.5m	£ 65.00	£ 78.00
Temporary laying up on slipway over tide by agreement	FOC	FOC
Wet Fish, landing charge of 1.5% of the gross value of each catch declared on landing (i.e. £1000 landing = £15 fee)	FOC	FOC
Electricity, per Token	£ 0.83	£ 1.00
Temporary storage - yacht trailers, crab pots and other tackle, per square metre per day by agreement:	£ 0.42	£ 0.50
Lay-up berth on quay - Maximum 11 metres and 9 ton vessel - maximum stay to be agreed at booking, per 24 hours	£ 10.00	£ 12.00
Lay-up berth on quay - Maximum 11 metres and 9 ton vessel - maximum stay to be agreed at booking, per 7 days	£ 49.33	£ 59.20
Temporary laying up on any slipway or alongside any Harbour Quay (not launching or slipping), per metre per day or part:	£ 1.67	£ 2.00
Overnight parking for any commercial vehicles 1-40 tons	£ 25.00	£ 30.00

Appendix 1.  
Proposed Fees and Charges

**Daily and Weekly Harbour dues and DEEP WATER mooring fees.**

**For ALL craft with or without an engine entering the harbour from SEA. (Rounded up to metre)**

N.B. Weekly rates are discounted to FIVE time the daily rate. All charge apply to the overall length of the vessel (excluding bowsprit).

The charges for multihulled vessels will be increased by 100% is such vessel requires single occupancy of a visitors berth.

Daily Dues only (mooring charges waived 1st Oct to 31st March) (per metre)	£	0.83	£	1.00
Weekly Dues only (mooring charges waived 1st Oct to 31st March)(per metre)	£	4.17	£	5.00
Daily Moorings and Dues APRIL, MAY & SEPTEMBER 25% DISCOUNT (per metre)	£	1.25	£	1.50
Weekly Moorings and Dues APRIL, MAY & SEPTEMBER 25% DISCOUNT (per metre)	£	6.25	£	7.50
Daily Moorings and Dues JUNE, JULY & AUGUST (per metre)	£	1.67	£	2.00
Weekly Moorings and Dues JUNE, JULY & AUGUST (per metre)	£	8.33	£	10.00
Part Day (short stay)	£	4.17	£	5.00

Salcombe Town Landing Overnight - 1st October to 31st March (per metre)	£	1.67	£	2.00
Salcombe Town Landing Weekly - 1st October to 31st March (per metre)	£	8.33	£	10.00
Salcombe Town Landing Overnight - April, May & September (per metre)	£	2.08	£	2.50
Salcombe Town Landing Weekly - April, May & September (per metre)	£	10.42	£	12.50
Salcombe Town Landings Overnight - June, July and August (per metre)	£	2.50	£	3.00
Salcombe Town Landings Weekly - June, July and August (per metre)	£	12.50	£	15.00

<b>Dues payable by all craft with or without an engine ARRIVING BY</b>	<b>Length</b>	<b>£</b>	<b>0.67</b>	<b>£</b>	<b>0.80</b>
<b>LAND launched into the harbour for any period up to 24 hours</b>	<b>HP</b>	<b>£</b>	<b>0.08</b>	<b>£</b>	<b>0.10</b>

**Visitors Foreshore Mooring Hire**

Visitors Foreshore Mooring Hire per day 1st April to 30th September	£	13.33	£	16.00
Visitors Foreshore Mooring Hire per week 1st April to 30th September	£	66.67	£	80.00
Visitors Foreshore Mooring Hire per day 1st October to 31 March	£	6.67	£	8.00
Visitors Foreshore Mooring Hire per week 1st October to 31 March	£	33.33	£	40.00

**Water Taxi Charges (zero VAT rated)**

Child Single Fare (under 16, when accompanied by an adult)	£	0.50	£	0.50
Adult Off Town Single Fare	£	1.50	£	1.50
Adult The Bag Single Fare	£	2.00	£	2.00
Adult Above Tosnos Point Single Fare	£	3.00	£	3.00

**Discounted Water Taxi Tickets (x20 Books) (zero VAT rated)**

Adult Off Town x20	£	20.00	£	20.00
Adult The Bag x20	£	30.00	£	30.00
Adult Above Tosnos Point x20	£	40.00	£	40.00

**Commercial passenger vessels**

For every ship or vessel which shall enter the harbour					
per metre or part thereof	£	0.96	£	1.15	
Additionally, per passenger landed	£	0.58	£	0.70	

**For Merchant Vessels**

For every ship or vessel which shall enter the harbour					
Under 100 tonnes (per tonne N.R.T.)	£	0.53	£	0.64	
Of and over 100 tonnes (per tonne N.R.T.)	£	0.63	£	0.76	

**For Tugs which shall enter the harbour**

Per day or part thereof	£	26.86	£	32.23	
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Appendix 1.  
Proposed Fees and Charges

**On goods shipped, unshipped or transhipped within the harbour:**

(Provided that no rates or charges are payable on shellfish)

Per tonne	£	1.51	£	1.81
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**Winter Storage Afloat**

Deep Water Mooring (inc pontoons) 1st Oct to 31 March (price per metre)	£	62.50	£	75.00
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Appendix 2.  
Examples of Vessel Harbour Dues Comparison 2020/21

	Length (m)	HP	Current £	£7.00pm £0.75php	£ +/-	% diff
<b>NO ENGINE</b>						
Human Powered SUP / Rowing / Kayak	3.00	-	10.00	6.00	-4.00	-40.00
Topper	3.40	-	20.00	23.80	3.80	19.00
Solo	4.00	-	20.00	28.00	8.00	40.00
Merlin Rocket	4.20	-	20.00	29.40	9.40	47.00
Yawl	4.88	-	46.26	34.16	-12.10	-26.16
<b>WITH ENGINE</b>						
Previous FOC Tender	2.50	5	0.00	21.25	21.25	new
Whitestrand Vessel (Average Length /Low power)	3.20	15	36.00	33.65	-2.35	-6.53
Jet Ski	3.34	150	54.00	135.88	81.88	151.63
Whitestrand Vessel (Max Length / High power)	4.20	40	54.00	59.40	5.40	10.00
Foreshore Average Rib / Speedboat	5.50	75	95.00	94.75	-0.25	-0.26
Launch	5.80	35	71.10	66.85	-4.25	-5.98
Foreshore Large Rib / Speedboat	6.20	115	123.70	129.65	5.95	4.81
Foreshore Inboard Ski Boat	6.50	260	136.00	240.50	104.50	76.84
Deep Water Large Rib / Ave Engine	8.00	300	197.50	281.00	83.50	42.28
Deep Water Large Rib / Inboard Engine	8.80	315	230.30	297.85	67.55	29.33
Deep Water Large Rib / Twin Engines	9.00	600	157.50	513.00	355.50	225.71
Deep Water Medium Cabin Power Boat (Merry Fisher)	10.00	370	184.50	347.50	163.00	88.35
Deep Water Average Sailing Yacht	11.40	30	222.30	102.30	-120.00	-53.98
Deep Water Large Motor Yacht	14.30	750	300.60	662.60	362.00	120.43
Deep Water Large Sailing Yacht	14.30	110	300.60	182.60	-118.00	-39.25
Deep Water Luxury Motor Yacht 1000Hp Capped	20.00	2800	454.50	890.00	435.50	95.82
<b>COMMERCIAL FISHING VESSEL WITH ENGINE</b>						
Plymouth Pilot	5.50	9	63.00	45.25	-17.75	-28.17
Catamaran / Twin Outboard	8.00	180	197.50	191.00	-6.50	-3.29
Cygnus Day Crabber	10.00	140	184.50	175.00	-9.50	-5.15
Large Day Crabber	15.00	176	319.50	237.00	-82.50	-25.82
Larger Super Craber	18.00	425	400.50	444.75	44.25	11.05

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Report to: **Salcombe Harbour Board**  
Date: **16 September 2019**  
Title: **2020/21 Budget**  
Portfolio Area: *Salcombe Harbour*  
Wards Affected: **All**

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

Date next steps can be taken:  
(e.g. referral on of recommendation or implementation of substantive decision) **Council on 26 September 2019**

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

Contact: **01548 843791** [cameron.sims-stirling@swdevon.gov.uk](mailto:cameron.sims-stirling@swdevon.gov.uk)

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**Recommendations:**

1. The Board RECOMMENDS to Council that the proposed 2020/21 budget set out within the report is approved.

**1. Executive summary.**

This report proposes the Salcombe Harbour Authority budget for 2020/21 and provides a forecast for 2019/20.

## **2. Background.**

1) The Salcombe Harbour Strategic Business Plan 2017-2022 sets out the challenges and opportunities facing the Harbour over the coming years, and the proposed budget (attached as Appendix A) is based on the assumptions and strategic direction contained within the Business Plan. Key drivers for the proposed budget include:

- compliance with the Port Marine Safety Code
- supporting the retention of a competent and engaged workforce
- provision of a new cleaning contract for all Salcombe Harbour Authority premises including showers.
- improving reserve funding to help serve the replacement programme and reduce future borrowing.
- improving navigation within “The Bag” mooring area.

## **3. Outcomes/outputs**

The preparation of a detailed and balanced harbour budget ensures that adequate resources are in place to deliver the services identified in the business planning process, and that the Harbour remains financially viable and sustainable in the medium to long term.

## **4. Issues for consideration:**

### **1) Forecast 2019/20**

Gross expenditure is set at £1.16 million in the 2019/20 balanced budget. As at 16th August 2019 a surplus of £26,500 (2.3%) is forecast for 2019/20 as detailed in Appendix A. This is mainly due to the unbudgeted staffing recharge to Dartmouth Lower Ferry (£18,300) and additional Pontoon income of £6,900. A detailed budget monitoring report will be brought to the Board in November.

### **2) Budget 2020/21**

The forecast position for 2020/21 is shown at Appendix A, with the 2019/20 budget used as a baseline position. Variations from this baseline, both in terms of the additional resource requirements and identified efficiencies are discussed in detail below, grouped by category of budget head.



### 3) **Employee costs**

Staff costs are the single largest area of expenditure. The 2020/21 budget is based on the new staffing structure introduced in 2018/19 and assumes:

- a 2% pay increase
- movement of staff through spinal column points where appropriate

In addition as part of the 2020/21 budget process a full review of staffing recharges to South Hams District Council has been undertaken by the Harbour Master, resulting in an increase to the recharge of £32,900. This mainly reflects the time spent on Dartmouth Lower Ferry (£21,100), and an additional recharge to car parking of £13,000. However, this is partly offset by an increase in the officer time recharge from the Council, detailed in 7) below. Overall this review has resulted in a net additional charge from Salcombe Harbour to the Council of £23,700.

	£	£
<b>Staffing Budget 2019/20</b>		<b>442,100</b>
<b>Additional requirements &amp; inflationary pressures:</b>		
Salaries and wages	16,800	
NI and superannuation	4,500	
Overtime	1,000	
<b>Total additional requirements</b>		<b>22,300</b>
<b>Savings:</b>		
Recharge to Headquarters	(32,900)	
Employers Liability Insurance	(1,800)	
<b>Total savings</b>		<b>(34,700)</b>
<b>Net additional requirements/(savings)</b>		<b>(12,400)</b>
<b>Staffing Budget 2020/21</b>		<b>429,700</b>

### 4) **Premises related expenditure**

In conjunction with Salcombe Town Council a contribution of £10,000 has been agreed to support the continuing operation of local toilet facilities. In addition, an increase of £8,000 has been applied to the deep water mooring maintenance diving contract to reflect current market prices.

	£	£
<b>Premises Budget 2019/20</b>		<b>345,000</b>
<b>Additional requirements &amp; inflationary pressures:</b>		
Public Conveniences contribution	10,000	
Diving maintenance support	8,000	
Utilities & Rates	2,600	
Rent to Duchy	500	
<b>Total additional requirements</b>		<b>21,100</b>
<b>Premises Budget 2020/21</b>		<b>366,100</b>

5) **Supplies and services**

Consultancy fees are budgeted to increase by £2,500 with the review of the Safety Management System by the Harbour's designated person for Port Marine Safety Code compliance. The hardware and software budget has been reduced by £2,000 to reflect current levels of expenditure. In addition, a saving of £1,000 is anticipated for the Harbour Guide. The 2019 Guide was restructured to promote marine safety and increase versatility with the inclusion of the full year's tide tables. Although this restructure resulted in a loss of advertising space, production costs were reduced by utilising the Council's design and print resources. Hopefully, continuing this relationship can result in further savings.

	£	£
<b>Supplies &amp; Services Budget 2019/20</b>		<b>78,000</b>
<b>Additional requirements &amp; inflationary pressures:</b>		
Consultancy fees	2,500	
Fees and subscriptions	1,000	
Miscellaneous including professional fees and AONB Estuary Conservation Programme	1,000	
<b>Total additional requirements</b>		<b>4,500</b>
<b>Savings:</b>		
Hardware, Software & ICT support	(2,000)	
Harbour Guide	(1,000)	
<b>Total savings</b>		<b>(3,000)</b>
<b>Net additional requirements/(savings)</b>		<b>1,500</b>
<b>Supplies &amp; Services Budget 2020/21</b>		<b>79,500</b>

6) **Transport**

A budget for marine liability insurance has been introduced for 2020/21 and the fuel budget has been increased by £2,000 in line with previous year expenditure.

	£	£
<b>Transport Budget 2019/20</b>		<b>51,000</b>
<b>Additional requirements &amp; inflationary pressures:</b>		
Marine Liability Insurance	5,000	
Fuel	2,000	
<b>Total additional requirements</b>		<b>7,000</b>
<b>Savings:</b>		
Car allowances	(500)	
<b>Total savings</b>		<b>(500)</b>
<b>Net additional requirements/(savings)</b>		<b>6,500</b>
<b>Transport Budget 2020/21</b>		<b>57,500</b>

7) **Central support and HQ costs**

The Harbour Master has undertaken a review of the officer time charged to the Harbour from the District Council. This has resulted in an overall increase of £9,200 mainly from Assets (£4,100), Finance (£2,500) and Health & Safety (£2,000).

	£	£
<b>Central Support &amp; HQ Budget 2019/20</b>		<b>45,000</b>
Review of recharges and inflation	9,200	
<b>Total additional requirements</b>		<b>9,200</b>
<b>Central Support &amp; HQ Budget 2020/21</b>		<b>54,200</b>

8) **Contributions to Harbour reserves**

The Harbour holds 3 reserves:

- **General Reserve** – comprising the accumulation of generated trading surpluses;
- **Renewals Reserve** – for the replacement of the Harbour's infrastructure assets, excluding pontoons;

- **Pontoon Reserve** – for the replacement of pontoons;

The principle adopted in the Business Plan is that, wherever possible, sufficient funds are set aside on an annual basis to provide for the replacement of harbour assets, augmented by borrowing if necessary. A summary of Harbour Reserve balances and proposed contributions for 2020/21 is shown in Appendix B.

9) **Contribution to Council reserve**

The Harbour contributes to the Council's Marine Infrastructure reserve. This is a contribution towards marine infrastructure (eg slipways and quay walls) which are not owned by the Harbour, but from which it benefits. The contribution to this reserve is proposed to continue at £58,000 in 2020/21.

10) **Capital charges**

Capital charges refer to the cost of servicing loans which have been provided by the District Council for the purchase of Harbour assets. In 2019/20 the Batson Pontoons loan was repaid early with a final payment of £114,000 being funded from the Pontoons Reserve. Therefore the only loan outstanding is for the new Pontoons Project which commenced on 1 October 2018 with an annual repayment of £12,800. Further details of this loan can be found in Appendix B.

11) **Items to be met from reserves.**

There are a few revenue items which have been earmarked to be funded from reserves in 2020/21 as follows:

- A Workboat - £2,500
- 40/20hp Dory outboard engine - £5,000
- 70hp Workboat outboard engine - £6,000

This expenditure is offset by a contribution from the renewals reserve shown in Appendix B.

12) **The overall expenditure position 2020/21**

	£
<b>Total Expenditure Budget 2019/20</b>	<b>1,160,200</b>
<b>Net additional requirements/(savings)</b>	<b>21,100</b>
<b>Total Expenditure Budget 2020/21</b>	<b>1,181,300</b>

13) **Income 2020/21**

*Mooring Hire*

A reduction in the income target for Mooring Hire of £4,300 has been built into the 2020/21 budget. Following the redistribution of moorings to increase Navigational efficiency within the Bag there is a net loss of resident swinging moorings (that moved into the area vacated by the Egremont).

*Harbour Guide*

As previously noted a reduction in advertising space has lowered the income generated by the Harbour Guide (£1,000) but this is offset by a reduction in design and publishing costs.

*Pontoons*

Following the redevelopment of the Dentrige Commercial Pontoon, capacity and therefore income has increased slightly, balanced by removing redundant moorings elsewhere.

*Miscellaneous including towing charge*

The harbour authority has continued to enforce the correct usage of shoreside berthing facilities to improve operational efficiency resulting in illegally berthed vessels removed at a charge.

	£	£
<b>Total Income Budget 2019/20</b>		<b>(1,160,200)</b>
<b>Review of income targets</b>		
Mooring Hire	4,300	
Harbour Guide	1,000	
Pontoons	(4,800)	
Miscellaneous including towing charge	(1,400)	
<b>Net additional income</b>		<b>(900)</b>
<b>Reduced contributions from reserves</b>		<b>14,500</b>
<b>Total Income Budget 2020/21</b>		<b>(1,146,600)</b>

14) **Budget deficit 2020/21**

	£
<b>Total Expenditure Budget</b>	<b>1,181,300</b>
<b>Total Income Budget</b>	<b>(1,146,600)</b>
<b>Budget Deficit</b>	<b>34,700</b>

**5. Proposed Way Forward.**

It is proposed that the fees and charges are reviewed to reduce the deficit identified above to £0. This is the subject of a separate report.

**6. Implications**

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Pier and Harbour (Salcombe) Confirmation Order 1954
Finance	Y	The report identifies a <b>funding gap of £34,700 for 2020/21</b> before any review of charges. It is anticipated that the shortfall can be met by various amendments to the existing charging structure, as identified in a further report to be considered at the 16 September meeting.
Risk	Y	The Harbour maintains three different reserves, one for replacement of plant and vessels, one for the replacement of pontoons and a general reserve. In the event of the budget not balancing at the end of the Financial year any surplus is transferred into the General Reserve and any shortfall would be funded from this reserve.
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None

Safeguarding	N	None
Community Safety, Crime and Disorder	Y	The proposed budget includes a continuation of the Night Security Patrol, the aim of which is to reduce crime.
Health, Safety and Wellbeing	N	No adverse impacts.
Other implications	N	

### **Supporting Information**

#### **Appendix:**

- A. Salcombe Harbour Budget 2020/21
- B. Salcombe Harbour Balances & Loans

#### **Background Papers:**

None

### **Approval and clearance of report**

<b>Process checklist</b>	<b>Completed</b>
Portfolio Holder briefed	<b>Yes/No</b>
SLT Rep briefed	<b>Yes/No</b>
Relevant Exec Director sign off (draft)	<b>Yes/No</b>
Data protection issues considered	<b>Yes/No</b>

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**SALCOMBE HARBOUR REVENUE BUDGET 2020/2021****APPENDIX A**

Actual 2017/2018	Actual 2018/2019	Forecast 2019/2020 At 16/8/19		Budget 2019/2020 (At outturn prices)	Budget 2020/2021 (At outturn prices)	Variance Budget to Budget
£	£	£		£	£	£
			<b>Employees:-</b>			
398,285	405,603	421,700	Harbour	442,100	429,700	(12,400)
			<b>Premises-Related Expenditure:-</b>			
22,192	21,454	24,000	General Repairs and Maintenance	26,500	26,500	0
63,991	65,407	65,000	Security Patrol	65,000	65,000	0
70,015	85,154	68,700	Moorings	71,000	79,000	8,000
721	730	800	Insurances	1,000	1,000	0
22,816	24,839	25,200	Utility Charges	23,600	26,200	2,600
0	0	0	Public Conveniences contribution	0	10,000	10,000
141,467	140,153	147,600	Rents	145,900	146,400	500
8,835	9,802	12,000	Refuse Collection /Cleaning	12,000	12,000	0
330,037	347,539	343,300		345,000	366,100	21,100
			<b>Supplies and Services:-</b>			
15,633	8,348	12,800	Equipment	14,600	12,600	(2,000)
10,082	11,829	8,300	Printing, Stationery and Advertising	9,300	8,300	(1,000)
9,203	5,728	6,600	Communications (Radios, Telephones, Postage etc.)	6,800	6,800	0
2,372	3,838	4,500	Protective Clothing	4,500	4,500	0
18,281	20,171	19,000	Credit Card Handling Charges	18,000	18,000	0
23,871	24,565	25,200	Miscellaneous	24,800	29,300	4,500
79,442	74,479	76,400		78,000	79,500	1,500
48,307	45,829	50,900	<b>Transport-Related Expenses (Launches etc.)</b>	51,000	57,500	6,500
43,800	44,100	45,000	<b>Central Support Services</b>	45,000	54,200	9,200
34,000	40,000	34,000	<b>Contribution to Renewals Reserve</b>	34,000	40,000	6,000
61,500	50,000	61,500	<b>Contribution to Pontoon Reserve</b>	61,500	65,000	3,500
58,000	58,000	58,000	<b>Contribution to Marine Infrastructure Reserve</b>	58,000	58,000	0

1,893	3,446	5,000	New Projects Funded From Revenue	5,000	5,000	0
69,480	17,036	17,600	Revenue Items Being Met From Reserves	28,000	13,500	(14,500)
13,100	19,500	12,800	Capital Charges (Net)	12,600	12,800	200
1,137,844	1,105,532	1,126,200	TOTAL EXPENDITURE	1,160,200	1,181,300	21,100
(285,733)	(306,707)	(302,000)	Harbour Dues	(304,900)	(304,900)	0
(479,333)	(450,013)	(483,900)	Mooring Hire	(484,000)	(479,700)	4,300
(167,730)	(175,348)	(182,400)	Small Boat Pontoon Systems	(175,500)	(180,300)	(4,800)
(36,703)	(40,511)	(36,000)	Water Taxi Service	(36,000)	(36,000)	0
(22,375)	(22,283)	(23,700)	Mooring Licences	(23,700)	(23,700)	0
(69,514)	(67,151)	(69,000)	Security Patrol Fees	(69,200)	(69,200)	0
(40,160)	(45,782)	(37,000)	Miscellaneous	(37,800)	(38,200)	(400)
(69,480)	(17,036)	(17,600)	Contribution from Reserves	(28,000)	(13,500)	14,500
(600)	(1,200)	(1,100)	Interest	(1,100)	(1,100)	0
(1,171,628)	(1,126,031)	(1,152,700)	TOTAL INCOME	(1,160,200)	(1,146,600)	13,600
(33,784)	(20,499)	(26,500)	(SURPLUS) / SHORTFALL ON TRADING ACTIVITIES	0	34,700	34,700

<b>Pontoons Reserve</b>	
	£
<b>Balance 1st April 2019</b>	<b>212,666</b>
ADD	
Contribution 2019/2020	61,500
Interest 0.5%	1,100
	<u>275,266</u>
Less anticipated expenditure	
Batson Pontoons final loan repayment	(114,000)
<b>Estimated Balance as at 1st April 2020</b>	<b>161,266</b>
ADD	
Contribution 2020/2021	65,000
Interest 0.5%	800
	<u>227,066</u>
Less anticipated expenditure	-
<b>Balance as at 31st March 2021</b>	<b>227,066</b>

<b>General (Revenue Account) Reserve</b>	
	£
<b>Balance 1st April 2019</b>	<b>163,735</b>
ADD	
Surplus forecast as at 16/8/19	26,500
	<u>190,235</u>
Less anticipated expenditure	
New Website	(10,000)
<b>Estimated Balance as at 1st April 2020</b>	<b>180,235</b>
	<u>180,235</u>
Less anticipated expenditure	-
<b>Balance as at 31st March 2021</b>	<b>180,235</b>

<b>Renewals Reserve</b>	
	£
<b>Balance 1st April 2019</b>	<b>117,351</b>
ADD	
Contribution 2019/2020	34,000
Interest 0.5%	600
	<u>151,951</u>
Less anticipated expenditure	
Volvo D-260 engine	(7,600)
<b>Estimated Balance as at 1st April 2020</b>	<b>144,351</b>
ADD	
Contribution 2020/2021	40,000
Interest 0.5%	700
	<u>185,051</u>
Less anticipated expenditure	
Workboat	(2,500)
40/20hp Dory outboard engine	(5,000)
70hp Workboat outboard engine	(6,000)
<b>Balance as at 31st March 2021</b>	<b>171,551</b>

<b>A summary of loans outstanding with SHDC</b>	
	<b>Pontoons 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
Total outstanding 31.3.2020	£300,800
<b>Total outstanding 31.3.2021</b>	<b>£288,000</b>
<b>Note</b>	
<b>Batson Pontoons loan</b> - this loan was repaid early in 2019/20, reducing the total repayment due from £327,500 to £245,000 saving £82,500 in interest payments. This was funded from the Pontoons Reserve as shown above (£114,000).	

<b>Total Reserves Balances as at 31st March 2019</b>	<b>493,752</b>
<b>Estimated Total Reserves Balances as at 31st March 2020</b>	<b>£485,852</b>
<b>Estimated Total Reserves Balances as at 31st March 2021</b>	<b>£579,652</b>

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Report to: **Salcombe Harbour Board**

Date: **16 September 2019**

Title: **Harbour Master's Report**

Portfolio Area: *Salcombe Harbour*

Wards Affected: **All**

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

Date next steps can be taken: **N/A**  
(e.g. referral on of recommendation or implementation of substantive decision)

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

Contact: **01548 843791**

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**Recommendations:**

That the Board **RESOLVES** to note the proposed meeting dates, workshop proposals and performance recording mechanisms, as outlined in the Harbour Master's report.

**1. Executive summary**

1.1 This report updates the Board on a number of recent issues affecting the Harbour.

**2. Performance Indicators**

The Harbour Board notes the introduction of a set of Performance Indicators (PIs) and to have them reported as a standing agenda item (SH 26/06).

**See Appendix 1, 2 & 3**

As shown in **Appendix 1** we have had a good season mainly due to the long periods of fine weather conditions throughout the season. However, poor weather conditions at the beginning of August reduced the visiting yacht numbers we would have expected for that time of year. The only PI that has shown a reduction on our 4 year average is Town Landings Overnight. That said, we are reporting an increase on last year, but the

trend over four years is down due to years' 2016 & 2017 having a large charter boat using the facility for the majority of the season.

**Appendix 2** highlights the demand for various SHA and SHDC facilities, given the possible development at Batson this will form a good base towards our requirements and development of demand.

### 3.1 Outcomes/outputs.

The Harbour Authority have created a more accurate way of obtaining "logged" information, see **Appendix 3**. The aim is to build a robust monitoring system that will give a greater insight into incidents throughout the harbour which in turn will highlight areas for future consideration regarding running a safe and efficient harbour.

### 3.2 Options available and consideration of risk.

Monitor and report; periodically review PIs for their utility.

### 3.3 Proposed Way Forward.

Continue monitoring PIs with regular reports back to the Board.

## 4. Future Harbour Board Meetings.

### 4.1 25<sup>th</sup> November 2019

Currently this is due to be a formal Harbour Board meeting. However, it is requested that this date is used to allow Board members to explore, through a workshop session, the Strategic Business Plan, Harbour Office/Workshop plans and an update regarding Business Rate vs Council Tax. The formal Harbour Board meeting can be re-instated if there is any urgent business for the Board to consider.

## 5. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Where appropriate, reference to legal implications is referenced in the report
Financial	N	
Risk	N	
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None
Safeguarding	N	None

Community Safety, Crime and Disorder	N	
Health, Safety and Wellbeing		
Other implications	N	

### **Supporting Information**

#### **Appendices:**

**1: Performance Markers 2019**

**2: Wait List 2019**

**3: Review of Incident Log**

**Background Papers:** None.

### **Approval and clearance of report**

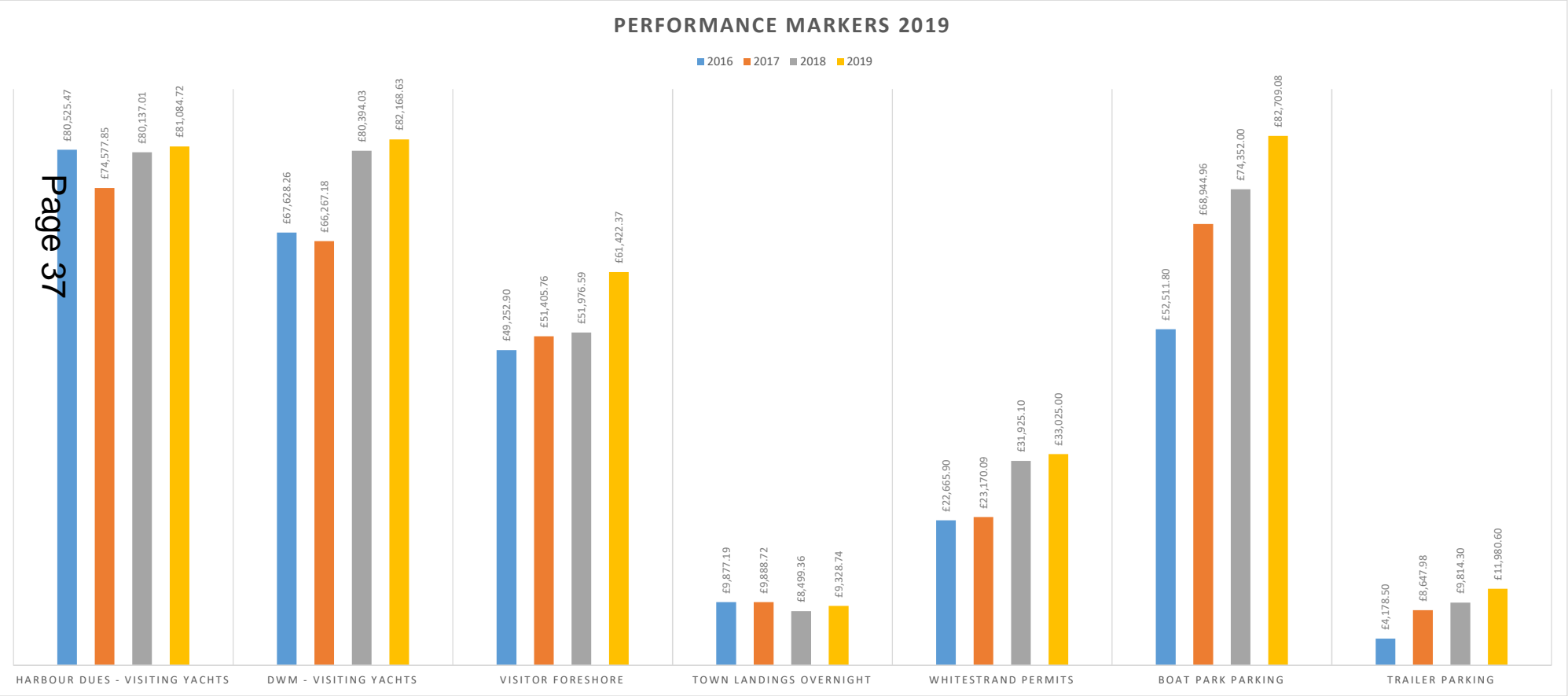
<b>Process checklist</b>	<b>Completed</b>
Portfolio Holder briefed	<b>Yes/No</b>
SLT Rep briefed	<b>Yes/No</b>
Relevant Exec Director sign off (draft)	<b>Yes/No</b>
Data protection issues considered	<b>Yes/No</b>
If exempt information, public (part 1) report also drafted. (Committee/Scrutiny)	<b>Yes/No</b>

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Performance Markers 2019 - Appendix 1

All Including VAT	15/12/15 - 01/09/16	15/12/16 - 01/09/17	15/12/17 - 01/09/18	15/12/18 - 01/09/19	4 Year Average	Variance for 2019
Harbour Dues - Visiting Yachts	£80,525.47	£74,577.85	£80,137.01	£81,084.72	£79,081.26	£2,003.46
DWM - Visiting Yachts	£67,628.26	£66,267.18	£80,394.03	£82,168.63	£74,114.53	£8,054.11
Visitor Foreshore	£49,252.90	£51,405.76	£51,976.59	£61,422.37	£53,514.41	£7,907.97
Town Landings overnight	£9,877.19	£9,888.72	£8,499.36	£9,328.74	£9,398.50	-£69.76
Whitestrand Permits	£22,665.90	£23,170.09	£31,925.10	£33,025.00	£27,696.52	£5,328.48
Boat Park Parking	£52,511.80	£68,944.96	£74,352.00	£82,709.08	£69,629.46	£13,079.62
Trailer Parking	£4,178.50	£8,647.98	£9,814.30	£11,980.60	£8,655.35	£3,325.26



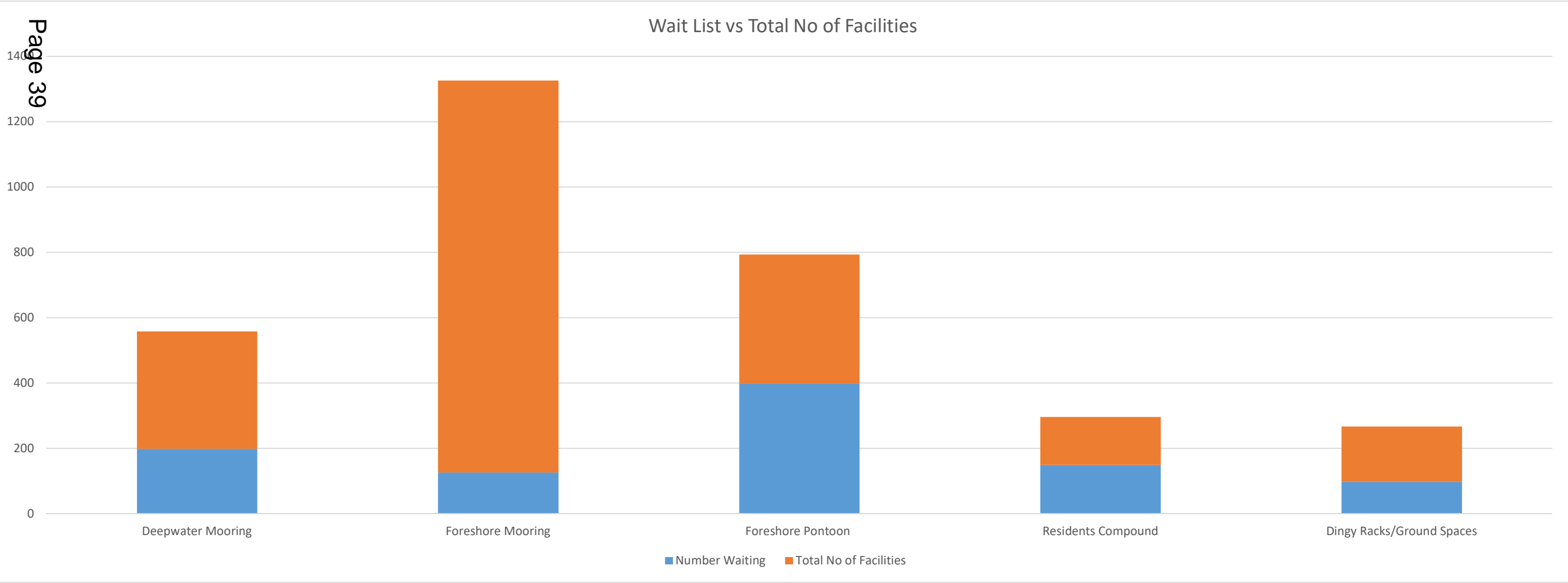
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Wait List 2019 - Appendix 2

Location	Number Waiting	Total No of berths	2019 % of demand	2018 % of demand		Location	Berths
Deepwater Mooring	198	360	55	57	☹️	Batson	257
Foreshore Mooring	126	1200	11	11	😐	Shadycombe	63
Foreshore Pontoon	397	396	100	85	😊	Victoria Quay	76
Residents Compound	149	147	101	84	😊		
Dingy Racks/Ground Spaces	97	170	57	38	😊	Total:	396

Current Available Moorings

Frogmore	20	Batson Dingy Rack	36
Kingsbridge	5	Kingsbridge Slip	15
Newbridge	10	Newbridge (Both)	102
		Whitestrand (Both)	17
		Total:	170
		Residents Compound	147



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## Review of Incident Log

**2019 01/04/2018 - 01/09/2019 - Harbour Board Appendix 1 Sept 2019**

Type of Incident	2018	2019		Comments
Abusive Customer	1	2	☹️	Both involving members of the public to each other.
Accident / Collision	21	39	☹️	Majority being incidents involving sailing dinghy's.
Breakdown (Towed in from Harbour Limits)	7	5	😊	RNLI deal with any other incidents from sea.
Capsize / Sunk	2	9	☹️	Majority being incidents involving sailing dinghy's or tenders left on Whitstrand pontoon.
Complaint	5	2	😊	Both being excess speed within the creeks.
Compliment	16	23	😊	50% up from last year.
Damage to customers Boat	5	6	☹️	Mainly visiting yachts manoeuvring.
Fire	1	0	😊	Although the RNLI responed to a commercial fishing boat onfire 1m South of Salcombe Harbour Limits.
Harbour Truck	1	0	😊	Nothing to report.
Illegally Moored and Towed	62	75	😊	This has generated £1800 of income.
Lost Boat	8	5	😊	Most of which were paddleboards that had floated off.
Medical Emergency	5	16	☹️	2x Propeler injuries.
MOB	2	2	😐	1 of which fell from our water taxi landing at EP slip.
Navigational Incident	1	1	😐	Yellow marker pole was snapped off by a tender on Whitstrand pontoon. A new post was reenstated within 48hrs.
Near Miss	3	3	😐	1 of which was from the Police regarding old fuel store at Kingsbridge Ferrty landing.
Pollution	1	1	😐	After investiagtion is was a ultility company carrng out flow tests using a pigment.
Speeding	21	16	😊	Many more minor speeding issues occur each year however these were deemed serious enough for further action.
Swimmers	3	6	☹️	We have had a huge increase of swimmers this year. We have concentrated on educating most of the incidents however these 6 were deemed dangerous enough to need further action.
Theft	3	9	☹️	These were carried out over 2 separate nights but we belive carried out by the same people. Police and other agancies are still working on this.
Vessel Adrift	20	29	☹️	All from either Whitstrand or overflow pontoon.

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