

Report to: **Salcombe Harbour Board**

Date: **20th September 2021**

Title: **Harbour Master's Report**

Portfolio Area: **Salcombe Harbour**

Wards Affected: **All South Hams**

Relevant Scrutiny Committee:

Overview and 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)

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Recommendations:

1. That the Board RESOLVES to note and endorse the content of the Harbour Master's report.

1. Executive summary

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

2. Performance Indicators

The Harbour Board endorsed 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

Appendix 1 contains seasonal PIs based around visitor income from the 2021 summer season. During the last two years the staycation, resulting from a lack of foreign travel due to covid, has led to the harbour being

very busy. Income from visitors from sea with regard to both mooring fees and Harbour Dues is substantially above average. There is a change in the distribution of monies allocated to Harbour Dues and mooring fees from a previous miscoding of certain revenue streams.

Along the same lines the number of Whitestrand tender berthing permits used, only charged for in July and August, was higher than ever before. Covid restrictions prevented the early season usage of Normandy pontoon for overnight stays so there is no surprise that this income is lower than we would normally expect. With visitors from land also having fewer restrictions this year the trailer park was at capacity for longer and boatpark and visitor foreshore bookings have generated significantly more income than the 6-year average.

Appendix 2 highlights the demand for various Harbour Authority and Council facilities. This forms a good baseline that can be used in future to plan further development, such as the Batson commercial units, whilst continuing to cater for stakeholder requirements. The staycation has seen a dramatic increase in the number of people on waiting lists, with a dramatic jump up this year. This includes all facilities, with no availability in Newbridge or Frogmore Creeks which historically would have had some foreshore moorings unallocated. For the third year running we have more people waiting for the Batson Residents Compound and the Foreshore Pontoon facilities than the total number of spaces/berths that those facilities physically have.

2.1 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.

It is worth noting we are continually improving our methods of logging incidents via various means, in house, as editable electronic forms posted online and available to email and afloat with our staff via remote devices. This will naturally result in a more efficient reporting process and an increase in the number of events logged. It is therefore not surprising that most tallies of various incidents are steady or increased.

2.2 Options available and consideration of risk.

Monitor and report; periodically review PIs for their utility.

2.3 Proposed Way Forward.

Continue monitoring PIs with regular reports back to the Board.

3. Procurement update.

3.1 Harbour Security.

The current security contract ends in September 2022. Before going to tender, and as referenced in the January 2021 Board minutes it is requested a working group is formed to discuss the future requirements of this contract in relation to potential developments in other surveillance techniques. Please can a date be set for the working group to meet.

4. Projects Update.

4.1 Commercial Units and Harbour Depot

Approval to proceed with the construction of the five new commercial units, in accordance with the existing planning approval 1505/19/FUL), was given at the Full Council meeting on the 25th March. Approval to proceed with the construction of the new harbour depot, in accordance with the existing planning approval 1522/19/FUL), was given the Salcombe Harbour Board meeting on the 15th March 2021.

Both sites were taken over by the Contractor during the week commencing Monday 6th September 2021. Whilst the pre commencement planning conditions are being discharged work is focused upon securing each site area with fencing and sighting the required health, safety, and welfare provisions for the workforce.

The current programme is that the Contractor will be in a position to commence excavation work, for both projects, during the week commencing the 20th September 2021.

A significant portion of the car park and boat park is being used to provide space for contractors' materials and plant, and the builds themselves.

4.2 Harbour Crane.

Refurbishment complete on budget and it has passed testing/certification.

5. Training / Staff

5.1 Training update

Covid has pushed back various items of training over the course of 2020/21 but at present the following has been completed or scheduled in:

- Revalidation and certification for some of the teams Oil Spill Response qualifications is booked Sept 21st.
- Various staff members need revalidating on our lifting equipment, scheduled Oct 2021, including the capabilities of the new crane.

- Workshop staff have conducted hydraulic and welding courses via approved external suppliers.
- Harbour Board members have been invited to attend a Port Marine Safety Code Duty Holder awareness webinar in September.

6. Governance

6.1 Harbour Board governance update

The Head of Legal Services will bring a full report to the Harbour Board at the next meeting. This will:

- Explain the role and powers of the duty holder.
- Identify that the Council's arrangements lack the necessary clarity.
- Propose that the Board recommends the full Council be the duty holder with responsibility for: the appointment of competent persons to manage marine safety, and the determination of the policy and budget framework, with the Board providing advice to the duty holder on marine safety matters; developing strategic business plans and policy for approval by the full Council; and monitoring performance and operational matters.

7. Designated person

7.1 Audit

A full Port Marine Safety Code audit will take place in September and a full update brought to the next harbour board meeting.

8. Implications

| Implications | Relevant to proposals Y/N | Details and proposed measures to address |
|------------------|---------------------------|--|
| Legal/Governance | Y | The Council is the Harbour Authority for the purposes of the Pier and Harbour Order (Salcombe) Confirmation Act 1954 and the Harbours Act 1964. As the Harbour Authority the Council is expected to follow the Ports Good Governance Guide. The Guide advises that Local Authority owned Statutory Harbour Authorities should generally operate in an open, transparent and accountable way, making a range of |

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| | | information available to stakeholders about their organisation and activities, subject to commercial and data confidentiality considerations. This report is one of the ways in which the Council seeks to meet the Guide's requirements. |
| Financial implications to include reference to value for money | N | |
| 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. |
| Supporting Corporate Strategy | | Salcombe Harbour is part of the 'Enterprise Theme', creating places for enterprise to thrive and business to grow, contributing to the marine and tourism economy. |
| Climate Change – Carbon / Biodiversity Impact | | None directly arising from this report. |
| Comprehensive Impact Assessment Implications | | |
| Equality and Diversity | N | None |
| Safeguarding | N | None |
| Community Safety, Crime and Disorder | Y | None |
| Health, Safety and Wellbeing | N | No adverse impacts. |
| Other implications | N | |

Supporting Information
Appendices:

1: Performance Markers, Summer 2021

2: Wait List 2021

3: Review of Incident Log, Summer 2021

Background Papers: None.

Approval and clearance of report

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