

**MINUTES OF THE MEETING OF  
THE SALCOMBE HARBOUR BOARD  
HELD AT CLIFF HOUSE, SALCOMBE, ON MONDAY, 15 NOVEMBER 2021**

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

**Other Members in attendance and participating:**  
Cllr H Bastone

<b>Item No</b>	<b>Minute Ref No below refers</b>	<b>Officers in attendance and participating</b>
All agenda items		Director of Place and Enterprise; Salcombe Harbour Master; Deputy Section 151 Officer; Estuaries Officer; Democratic Services Manager; and Senior Specialist – Engineering

**SH.19/21 APOLOGIES FOR ABSENCE**

Apologies for absence for this Board Meeting had been received from Cllr R Foss and Messrs Marriage and Plant.

**SH.20/21 MINUTES**

The minutes of the meeting of the Salcombe Harbour Board held on 20 September 2021 were confirmed as a correct record, subject to reference being included to the fact that Mr Shipperley had joined the meeting (albeit in a non-voting capacity) via Microsoft Teams.

**SH.21/21 URGENT BUSINESS**

There were no items of urgent business raised at this meeting.

**SH.22/21 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 and Messrs Owens, Shipperley and Stewart each declared a disclosable pecuniary interest in all related agenda items by virtue of paying harbour duties. As a result of the Deputy Monitoring Officer having granted each Board Member a dispensation, they were all able to take part in the debate and vote on any related matters (Minute SH.04/21 above refers).

SH.23/21 **PUBLIC QUESTION TIME**

In accordance with the Public Question Time Procedure Rules, there were no issues raised at this meeting.

SH.24/21 **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 Forum had recently met on 2 November 2021 during which particular reference had been made to:

- (a) there being new patches of Dwarf Seagrass at Charleton Point. In recognition of the significant environmental benefits generated from Dwarf Seagrass, this was welcomed by Board Members and it was acknowledged that an options paper may be presented to a future Board Meeting that sought to increase the provision further in the Estuary;
- (b) a recently published DEFRA report on the containment of oysters. The Forum had recognised that volunteers had a key role to play in the containment and further information was awaited from DEFRA;
- (c) the review of the latest version of the Salcombe Harbour Guide was considered by the Forum; and
- (d) the next meeting of the Forum had been arranged to be held on 5 April 2022.

**South Devon & Channel Shellfishermen**

The Board was updated that, whilst the recent power cut had been unfortunate, the Shellfishermen were content and the industry had enjoyed a good season.

**Kingsbridge and Salcombe Marine Business Forum**

The Board representative informed that marine businesses had been incredibly busy during 2021 and, as a consequence of this success and supply chain issues, boats and engines were now in short supply.

**Kingsbridge Estuary Boat Club (KEBC)**

The Harbour Master confirmed that he has regularly updates with the Boat Club and the next Club meeting was to be held soon.

**East Portlemouth Parish Council**

The representative advised that there was no update to give to the Board.

SH.25/21 **DUTY HOLDER – VERBAL UPDATE FROM THE DIRECTOR OF PLACE AND ENTERPRISE**

The Director of Place and Enterprise extended his apologies to the Board at the lack of a written report for consideration at this meeting. It was noted that a full report would be presented to the next Board meeting to be held on 24 January 2022 that would include reference to:

- the options over the recommended Duty Holder;
- the relationship between the Duty Holder and the Board;
- the appropriateness of an external governance review being carried out; and
- the fact that the responsibility of the appointed Duty Holder was significant and must not be shirked.

SH.26/21 **PORT MARINE SAFETY CODE**

The Board received and considered the findings of the initial audit of Salcombe Harbour Authorities Port Marine Safety Code (PMSC) compliance system and associated documents.

The Harbour Master introduced the findings and forwarded the apologies of the report author who was unable to attend this Board meeting. In summary, the audit had demonstrated broad compliance but had also recognised that the Authority could improve in certain areas. Furthermore, it was the intention of the Harbour Master to provide a further detailed update to the next Board meeting to be held on 24 January 2022.

In discussion, the following points were raised:-

- (a) Members were of the view that swift progress should be made on the recommendations that had been generated and the use of external advice would also be beneficial. As a result, the following recommendation was **PROPOSED** and **SECONDED**:

*‘That the Harbour Master give an initial view on each of the 15 recommendations arising from the initial audit of the Port Marine Safety Code and, following that, be in a position to use external resources to support this process (up to £10,000 from the General Reserve) before providing a progress update to the next Board Meeting.’*

Support was subsequently expressed for this recommendation and, when put to the vote, it was declared **CARRIED**;

- (b) The Board emphasised that there was a great deal of work to be undertaken to deliver on the audit findings.

It was then:

**RESOLVED**

That the Harbour Master give an initial view on each of the 15 recommendations arising from the initial audit of the Port Marine Safety Code and, following that, be in a position to use external resources to support this process (up to £10,000 from the General Reserve) before providing a progress update to the next Board Meeting.

**SH.27/21 REVENUE BUDGET MONITORING 2021/22**

Consideration was given to report that provided Members with an update on income and expenditure variations against the approved budget and forecasted the year-end position.

In discussion, the Board wished to put on record its thanks to the Deputy Section 151 Officer and the following points were raised:

- (a) The reductions in Credit Card Handling Charges was welcomed;
- (b) With regard to the Batson Project, it was requested that a more detailed costs breakdown be presented to a future Board meeting;
- (c) In respect of any staff merit payments, officers confirmed that this would be a matter to be determined by the Board on an annual basis.

It was then

**RESOLVED**

That the forecast income and expenditure variations for the 2021/22 financial year and the projected surplus of £139,200 be noted.

**SH.28/21 BATSON PROJECTS – VERBAL UPDATE**

**(a) The Harbour Depot**

As part of his update, the Senior Specialist – Engineering advised that the project was frustratingly two weeks behind schedule. In terms of the timescales, it was intended that:

- By 25 December 2021: the frame structure would be in place;
- Between 8 April and 25 April 2022: the car park provision would be in place; and
- 15 May 2022: the project would be completed in accordance with the approved contract.

It was also confirmed that the project was projected to be delivered £180,000 under the approved Budget.

**(b) Commercial Units**

Whilst it was intended that additional information would be provided to the next Board meeting, the Senior Specialist advised that petrol and zinc levels had been identified as problematic issues. Nonetheless, officers were still aiming to go out to tender for the works before the end of November 2021.

(Meeting commenced at 2:30 pm and concluded at 3.50 pm)

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Chairman