

21 September 2012

Harrington Harbour and Dock Board AGM

Will meet on
Wednesday 3 October 2012
at
10.00 am
in
Allerdale House, Derwent Room

Membership:

Councillor Barbara Cannon (Chairman)

Councillor Hilary Harrington
Councillor Tim Heslop

Mr Stan Herbert
Councillor Marjorie Rae

Members of the public are welcome to attend the meeting. If you have any questions or queries simply contact Paula McKenzie on 01900 702557.

Agenda

1. Minutes (Pages 1 - 4)

To sign as a correct record the minutes of the meeting held on Friday 17th February 2012.

2. Apologies for absence



Allerdale - a great
place to live,
work and visit

Allerdale Borough Council
Allerdale House
Workington
Cumbria CA14 3YJ
Tel: 01900 702702
Fax: 01900 702507

3. Declaration of interests

Councillors/Staff to give notice of any disclosable pecuniary interest, other registrable interest or any other interest and the nature of that interest relating to any item on the agenda in accordance with the adopted Code of Conduct.

4. Questions

To answer questions from members of the public – 2 days notice of which must have been given in writing or by electronic mail.

5. Review of the year (Pages 5 - 8)

6. Harbour Masters Report (Pages 9 - 12)

7. Plans for the future

A verbal update on the plans for the future from the Chair of the Harrington Harbour and Dock Board.

8. Mooring Fees (Pages 13 - 16)

9. Schedule of Meetings

For members to agree the future meetings dates for 2013 suggested as;
Friday 15 February,
Friday 28 June,
Friday 25 October, all at 10.30am.



Chief Executive

<p>Date of next meeting Friday 19 October 2012 at 10.30 am Allerdale House, Lonsdale Room</p>
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Agenda Item 1

At a meeting of the Harrington Harbour and Dock Board held in Allerdale House, Lonsdale Room on Friday 17 February 2012 at 10.30 am

Members

S Herbert (Chairman)

H Harrington

M Rae

Apologies for absence were received from Councillors B Cannon, T Heslop and Mr C Richards.

Staff Present

B Chambers, G Doran and P McKenzie.

539 Minutes

The minutes of the last meeting were signed as a correct record.

540 Declaration of interests

None received.

541 Questions

None received.

542 Health and Safety Management System and Risk Assessment

The Health and Safety Officer submitted a report which sought member's agreement of the Health and Safety Management System and Risk Assessment for Harbour operations.

A Health and Safety Management plan and Risk Assessment had been Compiled in order to comply with the Port Marine Safety Code covering all Operations within Harrington Harbour-prepared by the Health and Safety Officer.

S Herbert raised concerns in regard to section 2.2.5 Competency Standards in regard to some members not always being available to attend the training.

The Health and Safety Officer informed members that he would add a paragraph in to cover this concern and bring the plan back to be signed off by the HH&DB members to the next meeting.

Councillor M Rae moved that the Health and Safety Management System and Risk Assessment for Harbour operations be agreed subject to the amendment to paragraph 2.2.5. This was seconded by Councillor H Harrington.

Resolved: That the Health and Safety Management System and Risk Assessment for Harbour operations be agreed and implemented subject to the amendment to paragraph 2.2.5.

543 **Harbour Masters Report**

The Harbour Master submitted a report to update members on recent progress. The Harbour Master reported the following;

The port fairway marker light is an aid to navigation and needs to be maintained in working order. Following its failure in December this was now in the process of being renewed.

The poor condition of the pontoons continued to be a matter of concern and ways were being explored to replace these with some of the spare pontoons currently stored off site. These would need to be modified before installation and a suitable contractor was now being sought to do this work within the next few months. The two existing pontoons could then be removed as they were no longer fit for purpose.

It was essential the area between South Pier and North Breakwater was dredged this year. The work will be undertaken as soon as the licence applied for to the current regulating body, the Marine Management Organisation, was obtained.

We were still plagued with the misuse of lifebelts which was now in the hands of Cumbria Police. Councillor Cannon had issued a statement to the Evening News and Star on the 19/1/12 highlighting the dangers of misuse.

December had seen some of the worst storms we had experienced for quite some time. Conditions within the harbour during the stormy period could only be described as very worrying. During the storms two boats lost their bow moorings but thankfully stayed attached on their sterns. The consequences of them becoming loose in those conditions would have been serious.

One of the fishing boats moored on East quay flipped over and sank. When the weather abated the harbour boat was used to try and tow the boat out of the harbour and onto the beach where it would pose no threat to the other boats in the harbour and the owner could salvage it. Unfortunately, in the process of towing the boat out of the harbour the harbour boat was damaged and was now on the Hard Standing being repaired. It would be out of the water for repairs for some time. Alan Ellwood was asked by the owner of the boat if he would assist in trying to salvage the boat and in the process sustained prop shaft damage to his boat so Allan's good turn was going to cost him a considerable amount.

The major problem at Harrington and the reason for the conditions within the harbour in bad weather was the configuration of the South Pier and the rock armoured North Breakwater. They were not aligned to stop the westerly rollers entering the harbour. It was suggested that anyone who doesn't understand this was to sit in their car near the WC block on a stormy day when the tide was making and look out through the harbour mouth and watch the Solway Firth rolling into the harbour. Likewise on a rough stormy day sit in their car on the

outer harbour south car park and watch the rollers run up the side of the breakwater and into the harbour. The present pier and breakwater funnel the waves and created a boiling pot effect with in the harbour in stormy weather and the possibility of damage to vessels moored there.

Health & Safety risk assessments had been produced by the Council's Safety Officer but further works would be required in order to fully comply with the Port Marine Safety Code. Stan Herbert forwarded a copy of Ilfracombe Harbour safety policy which may be a good model to work from. The similarities between Harrington and Ilfracombe were not too great. Their harbour is municipally owned and run by North Devon Council.

Members thanked the Harbour Master for his report.

Resolved: That the Harbour Masters report be noted.

544 Financial Report

The Chair updated members on the financial situation as at 17 February 2012 in regard to the HH&DB, figures were as follows;

	Previous	Current
Mooring fees billed	£3,756.23	No change
Fee income received	£3,072.78	No change
Number of moorings	18	No change
Direct staffing costs	£7,863.60	£10,287.00
Maintenance/repair costs	£4,272.60	£4,338.49

Resolved: That the report be noted.

545 DfT letter to Chief Executive

The Assistant Engineer submitted a report to inform members of the Department for Transport (DfT) guidelines relating to port management and consultation there on.

The report was written to enable Harbour & Dock Board Members to access information relating to ways in which municipal ports' financial management may be organised in the future.

Members discussed the information provided.

Resolved: That the Assistant Engineer draft a response on behalf of the HH&DB members and forward it to members for comments before submitting the finalised response to the Department of Transport by the deadline date of Monday 5th March 2012.

The meeting closed at 11.05 am

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Financial	N	Employment (internal)	N
Legal	N	Partnership	N
Social Inclusion	N	Asset Management	Y
Equality Duty	N	Health and Safety	N

Background papers ... N/A.....

1.0 Introduction

1.1 This review of the year provides Board Members with an account what has happened at the harbour during the past twelve month period.

2.0 Content

2.1 On site management, maintenance work carried out, vandalism and damage.

3.0 On site management

3.1 The Harbour Master continues to effectively manage the day to day running of the harbour and works with the Assistant Engineer to identify and implement maintenance and repairs as necessary. I am pleased to record that the Harbour Master was accepted as a member of the UK Harbour Masters' Association in February of this year.

4.0 Maintenance work carried out

4.1 Work carried out since the last Annual Meeting is listed below;

2011	July,	Weed spraying and clearance on quays and hardstand New chains laid in for centre moorings
	Sept.	Extensions to ladder bottoms to prevent mooring lines snagging Centre roads cleared of mud
	Oct.	Pontoon centre hinge replaced following storm damage
	Nov.	Works to reduce areas open for pigeons to roost.
2012	Feb.	Navigation light replaced with new unit following failure
	June	Old pontoons scrapped, replaced with reconditioned units Approach channel cleared of shingle.

5.0 Vandalism and damage

5.1 Problems continue with lifebelts being thrown into the harbour, particularly in September 2011, but continuing at intervals throughout the year. After complaints from boat owners about mess and damage from pigeon droppings works were carried out to cover drainage holes in the quay walls which were being used as roosting sites. Following storms during December both the harbour boat and Alan Ellwood's boat were damaged during a joint attempt to recover a vessel which broke its moorings and sank. Repairs were completed during May and the harbour boat returned to the water. In March of this year graffiti had to be removed from South Pier.

6.0 Other work

6.1 In line with previous years the Whitehaven racing buoy was lifted out and stored in October following the end of the racing season. The buoy was returned to station in May for commencement of this year's racing events. Also during May four of the stored finger pontoons were prepared and modified to replace the existing units (dating from 1995) which were at the end of their safe useful life. These were lifted out and swapped over for the 'new' ones in June 2012. The opportunity was also taken to lift out a boat which the Harbour Master considered to be in an unseaworthy condition. It was transferred to the hardstand to enable the owner to bring it up to standard.

7.0 Recommendation

- The harbour continues to be effectively managed and maintained in a safe and efficient condition.
- It is recommended that members note the contents of the report.

Mike Faulkner
Assistant Engineer

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Agenda Item 6

Allerdale Borough Council

Harrington Harbour and Dock Board- AGM 3 October 2012

Harbour Master's Update Report

The Reason for the Report	The report provides an update on developments affecting Harrington Harbour, for consideration by the Board.
Summary of options considered	Not applicable.
Recommendation	It is recommended that members note the content of the report.
Financial/ Resource Implications	None
Legal Implications	None
Community Safety Implications	None
Health & Safety & Risk Management Implications	The report forms part of the risk management procedure.
Equality Duty considered/Impact Assessment completed	Not applicable
Wards Affected	Harrington
The contribution this decision would make to the Council's Strategic Objectives	Not applicable
Is this a Key Decision	No
Portfolio Holder	The portfolio holder for asset management is Cllr Barbara Cannon
Lead Officer	Ged Doran Harbourmaster Tel: 07919162944 Ged.doran@allerdale.gov.uk

1.0 Introduction

The report is intended to keep the Harbour Board informed of current and future issues regarding Harrington Harbour.

2.0 Content

Installation of new pontoons, Harbour fees, Launching of Harbour Boat and Mr A Ellwood's after previous damage, Essential dredging, Appointment of Harbour Users' Representative, Complaints, Port marker light, Life belts, A public thank you to those who helped in the pontoon installation.

2.1 Report

The two old pontoons which had come to the end of their useful life were lifted out of the harbour on the 01/06/12. The two new pontoons which are approximately 3 metres longer than the old ones were fabricated from 4 finger pontoons we acquired from Maryport Marina about two years ago. Because of the weight consideration works have also been carried out to strengthen one of the piles which hold the pontoons in place. Further works will be required to strengthen the other pile in the near future. The total weight of the new pontoons is 6 Tons.

There are a further 5 finger pontoons on West quay and my hopes are that they too may be adapted for use next year.

An informal meeting took place on the 11/06/12 between the Chairman Barbara Cannon, our new Harbour User's Representative Mr Alan Ellwood, the Engineer Mike Faulkner and myself. Various matters were discussed, including the annual review of mooring fees where some ideas were put forward.

Alan Ellwood's boat and the Harbour boat have now been repaired and re launched after they sustained some considerable damage towards the end of last year. The damage was substantial and caused while assisting a mooring holder retrieve his sunken vessel.

Essential dredging works have now been completed to the outer harbour mouth and the bank between the South Pier and the breakwater. The bank by the inner harbour mouth has also been scaled down. The total amount removed from the three areas was 5,500 tons.

I am very pleased with the appointment of Mr Alan Ellwood as the Harbour Users Representative. Alan is a much respected and knowledgeable fisherman who has used the harbour for many years and I look forward to our working relationship. I believe Alan's appointment will bring about a closer link between harbour users, The Board and myself.

There have been several complaints from both mooring holders and residents regarding the amount of garden waste which includes shrubs, trees branches and pieces of old fencing, etc., which finds its way into the harbour via the River

Wyre. This debris, especially tree branches, becomes entangled around mooring ropes making it very difficult for the lads to access their boats.

There have also been occasions when pigeon waste and feathers were seen floating on the surface.

The new lighting unit for the port fairway marker, which is an Aid to Navigation and a statutory requirement, was finally fitted on the 7th of September and is now ready for our annual inspection by Trinity House later in the year. The installation of the light is difficult due to access problems because of its location. Fortunately the light gives several years of service before needing to be replaced.

I have recently reported the continuing misuse of life belts to Cumbria Police. Hardly a week goes by when I or one of the boat owners haven't had to retrieve the belts from the harbour. An incident occurred in July when I caught some youths throwing a belt into the outer harbour so the police were called.

Finally I would like to record my thanks to those who gave up their valuable time on the 1st of June to help me with the installation of the new pontoons. They certainly showed community spirit. They were Alan Ellwood, Stan Herbert and Eric Mounsey.

**Ged Doran
Harbour Master**

Report Implications

Please delete where applicable.

Community Safety	N	Employment (external to the Council)	N
Financial	N	Employment (internal)	N
Legal	N	Partnership	N
Social Inclusion	N	Asset Management	Y
Equality Duty	N	Health and Safety	Y

Background papers

None

Allerdale Borough Council

Harrington Harbour and Dock Board Meeting – 3 October 2012

Report on Annual Revision of Mooring Fees

The Reason for the Report	To inform discussion on, and setting levels of charging for mooring fees.
Summary of options considered	Value added tax to be charged. Options for mooring fee increases based on 3 ½%, 5% and 20%
Recommendation	That Members discuss and agree charges for financial year 2012-2013 based on the information provided.
Financial / Resource Implications	Decision of the Board informed by this report will affect level of income raised from mooring fees
Legal Implications	No direct implications from this report
Community Safety Implications	None
Health & Safety & Risk Management Implications	Not applicable
Equality Duty considered / Impact Assessment completed	Not applicable
Wards Affected	All, as the harbour is considered as an asset benefitting the whole Borough
The contribution this decision would make to the Council's priorities	Will contribute to Economic Development by helping to meet the harbour running costs and safeguarding the continuation of the asset.
Is this a Key Decision	No
Portfolio Holder	Councillor Barbara Cannon
Lead Officer	M. Faulkner Assistant Engineer Tel: 01900 702755 mike.faulkner@allerdale.gov.uk

1.0 Introduction

- 1.1 The Board need to consider a fair and equitable level of charges for mooring fees, balanced between the need to generate income to cover the running costs of the harbour but also to pitch those charges at a fair and affordable level for the current users, and having due consideration for the restricted facilities currently available.

2.0 Content

Background, current situation, mooring fee options, implications, recommendation.

2.1 Background

Following completion of repairs to harbour walls during 2007-2008 mooring charges were reintroduced on 1 May 2009 and a table showing income and costs is set out below.

Financial year	2009-2010	2010-2011	2011-2012
Trust fund interest balance	£7,424.54	£7,617.25	£7,118.53
Number of moorings	16	13	19
Mooring fees received	£1,724.72	£2,106.65	£3,706.81
Running costs	£28,460.30	£19,800.99	£16,634.00

Board minute 632 of the meeting of 18 February 2011 records the previous decision regarding mooring fees for financial year 2011-2012 as setting a year on year increase of 20% for the next three years in an attempt to close the deficit between costs and income. Prior to this fees were only increased by an amount equal to the inflation rate as indicated by the Consumer Price Index.

2.2 Current situation

Advice now received indicates that mooring fees should be subject to value added tax although this has not been charged to date. Members will appreciate that this additional charge must now be passed on to the customer and so will have an adverse effect on levels of charges set for financial year 2012-2013. Several options concerning charging levels are offered for consideration below.

2.3 Mooring fee options

If VAT is now to be charged, currently at the rate of 20% this would affect the 2011-2012 mooring fees as below.

2011-2012 charges	per metre	VAT @ 20%	combined charge
Wall mooring	£38.30	£7.66	£45.96
Centre mooring	£44.70	£8.94	£53.64

In line with Board resolution 632 previously referred to a 20% increase (exclusive of VAT) applied to fees for 2012-2013 may now seem excessive as this would

introduce what would effectively be a total increase of 40% to the customer, which may seem unreasonably high. The following three options are offered as a basis for discussion in order to fix a fair rate for 2012-2013, as follows;

Option 1 is to adhere to the 20% level of increase set previously, but now adding VAT at a further 20%

Option 2 would be to increase last year's fees by the current Consumer Price Index of 3.5%, plus VAT at 20%. This would not raise additional and much needed income to help meet running costs, but only be seen as a cost of living increase.

Option 3 reflects a suggestion from harbour users that an increase up to a maximum of 5%, plus VAT. at 20% would be better received than Option 1

2.4 Implications

Two issues need to be taken into account before reaching a decision on the level at which to set the mooring fees for this financial year.

Firstly it is necessary to raise enough to offset running and repair costs, which last year amounted to £16,634, while income from mooring fees came to £3,706.81, a shortfall of £12,927.19. The interest balance of £7,118.53 has not been included as it is held as a contingency fund to meet any unforeseen costs and so is kept separate.

Secondly, pitching an increase at as high a level as Option 1 may be seen as an unfair burden on our small customer base and may result in a loss of clientele and a consequent fall in income. Option 2 is merely a cost of living increase to keep abreast of inflation and therefore offers no effective increase in purchasing power. Option 3 as suggested provides for limited growth in income but at a level more acceptable to our fee payers.

An estimate of additional income generated by these options over last year's total of £3,706.81, based on the current 16 moorings occupied is presented below. (VAT is not included as it does not form part of the spendable income)

Option 1	£741.36
Option 2	£129.73
Option 3	£185.34

2.5 Recommendation

That Members use this information when considering mooring fee increases for financial year 2012-2013.

M. Faulkner, 17/9/12.

Report Implications

Please delete where applicable.

Community Safety	N	Employment (external to the Council)	N
Financial	Y	Employment (internal)	N
Legal	N	Partnership	N
Social Inclusion	N	Asset Management	Y
Equality Duty	N	Health and Safety	N

Background papers

.....none.....