



CABINET

Tuesday, 03 January 2023

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| Subject | Southwold Harbour Management Committee – Fees and Charges 2023/24 |
| Report by | Councillor Maurice Cook Cabinet Member with responsibility for Resources |
| Supporting Officer | Lorraine Rogers Deputy Chief Finance Officer Lorraine.rogers@east Suffolk.gov.uk and Alastair MacFarlane General Manager Southwold Harbour and Lands Alastair.macfarlane@east Suffolk.gov.uk |

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| Is the report Open or Exempt? | OPEN |
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| Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information. | N/A |
| Wards Affected: | Southwold |

Purpose and high-level overview

Purpose of Report:

The purpose of this report is for the Southwold Harbour Management Committee (SHMC) to report to Cabinet the proposed schedule of Fees and Charges for 2023/24.

Options:

The reviewing and recommending of an annual schedule of charges and dues for the Harbour, is a requirement under the Southwold Harbour Management Committee's Terms of Reference.

Recommendation:

That Cabinet

1. Approves the annual schedule of charges and dues for Southwold Harbour for 2023/24 in **Appendix A** of the attached Southwold Harbour Committee Report.
2. Approves the Fees and Charges for Southwold Caravan Site and Campsite for 2023/24, in **Appendix B** of the attached Southwold Harbour Committee Report.

Corporate Impact Assessment

Governance:

None arising directly from this report.

ESC policies and strategies that directly apply to the proposal:

East Suffolk Strategic Plan.

Environmental:

The SHMC must act in the best interests of the Port, which includes ensuring its long term sustainability and success. Environmental factors are taken into account in the decisions which the SHMC makes.

Equalities and Diversity:

An Equalities Impact Assessment (EqIA) has been prepared in respect of the fees and charges proposals in this report and no adverse impacts have been identified.

Financial:

The proposal is for the majority of fees and charges to be increased to assist with covering associated costs.

Human Resources:

None arising directly from this report.

ICT:

None arising directly from this report.

Legal:

None directly arising from this report.

Risk:

None arising directly from this report.

External Consultees:

The attached report was presented to the Southwold Harbour Management Committee for review at its meeting on Thursday 24 November 2022.

Strategic Plan Priorities

| Select the priorities of the Strategic Plan which are supported by this proposal: (Select only one primary and as many secondary as appropriate) | | Primary priority | Secondary priorities |
|---|--|-------------------------------------|-------------------------------------|
| T01 | Growing our Economy | | |
| P01 | Build the right environment for East Suffolk | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| P02 | Attract and stimulate inward investment | <input type="checkbox"/> | <input type="checkbox"/> |
| P03 | Maximise and grow the unique selling points of East Suffolk | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| P04 | Business partnerships | <input type="checkbox"/> | <input type="checkbox"/> |
| P05 | Support and deliver infrastructure | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| T02 | Enabling our Communities | | |
| P06 | Community Partnerships | <input type="checkbox"/> | <input type="checkbox"/> |
| P07 | Taking positive action on what matters most | <input type="checkbox"/> | <input type="checkbox"/> |
| P08 | Maximising health, well-being and safety in our District | <input type="checkbox"/> | <input type="checkbox"/> |
| P09 | Community Pride | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| T03 | Maintaining Financial Sustainability | | |
| P10 | Organisational design and streamlining services | <input type="checkbox"/> | <input type="checkbox"/> |
| P11 | Making best use of and investing in our assets | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| P12 | Being commercially astute | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| P13 | Optimising our financial investments and grant opportunities | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| P14 | Review service delivery with partners | <input type="checkbox"/> | <input type="checkbox"/> |
| T04 | Delivering Digital Transformation | | |
| P15 | Digital by default | <input type="checkbox"/> | <input type="checkbox"/> |
| P16 | Lean and efficient streamlined services | <input type="checkbox"/> | <input type="checkbox"/> |
| P17 | Effective use of data | <input type="checkbox"/> | <input type="checkbox"/> |
| P18 | Skills and training | <input type="checkbox"/> | <input type="checkbox"/> |
| P19 | District-wide digital infrastructure | <input type="checkbox"/> | <input type="checkbox"/> |
| T05 | Caring for our Environment | | |
| P20 | Lead by example | <input type="checkbox"/> | <input type="checkbox"/> |
| P21 | Minimise waste, reuse materials, increase recycling | <input type="checkbox"/> | <input type="checkbox"/> |
| P22 | Renewable energy | <input type="checkbox"/> | <input type="checkbox"/> |
| P23 | Protection, education and influence | <input type="checkbox"/> | <input type="checkbox"/> |
| XXX | Governance | | |
| XXX | How ESC governs itself as an authority | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| How does this proposal support the priorities selected? | | | |

The wider representational base of the SHMC and the Advisory Group provides greater opportunities for engagement within our Communities and enables them to contribute to the running of an important local asset. The Governance arrangements support plans to develop or renovate the built environment of the Southwold Harbour Lands, to attract inward investment, maximise its economic development and support the delivery of infrastructure.

Background and Justification for Recommendation

| 1 Background facts | |
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| 1.1 | The Terms of Reference of the Southwold Harbour Management Committee (SHMC) state that the Committee will review and then recommend an annual an annual schedule of charges and dues for the Harbour and these will be determined by the Cabinet. |
| 2 Current position | |
| 2.1 | <p>East Suffolk Council will continue to encourage a commercial approach to setting fees and charges. Therefore, unless there are any statutory restrictions on setting a particular fee or charge, the principles listed below should be followed for the review of fees and charges for 2023/24:</p> <ul style="list-style-type: none"> • An expectation to achieve an increase of 5% (note: Consumer Price Index (CPI) inflation for September 2022 was 10.1%) . • Where only the full cost of service provision can be charged, the fee or charge should reflect the full cost, including an apportionment of support service costs. • Where the discretionary fee or charge can be set at the market rate, these should be benchmarked and set at the appropriate rate considering demand for the service but ensuring that any competitive advantage is neutralised if in competition with the private sector. • Review opportunities to introduce new fees for discretionary services we are currently providing free of charge. • Undertake market research to identify chargeable services that our customers really want. • Consider whether the fee change will encourage or discourage the use of the services. |
| 2.2 | The proposed date for introducing the fees and charges is from 01 April 2023. All fees and charges are discretionary for the Harbour and the Caravan Site and Campsite. |
| 2.3 | <p>The unconfirmed minutes for this item from the Southwold Harbour Committee meeting on 24 November 2022 is provided below.</p> <p>Southwold Harbour Management Committee – Schedule of Charges 2023/24 The Chairman introduced report ES/1354 which set out the schedule of charges and dues for the Harbour and the fees and charges for the Campsite and Caravan Site for 2023/24. Councillor Ritchie stated that the Council took a commercial approach to setting fees and charges as well as taking into account its own key</p> |

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| | <p>principles. This included benchmarking and an expectation that fees would increase by at least 5% to ensure some level of cost recovery, when inflation was currently running at 11.1%. Councillor Ritchie advised that income generation from the Harbour and the Caravan and Camping site was ringfenced for the Harbour account. Following discussion at today's meeting, fees and charges will be considered by the Cabinet at its meeting in January, with the new fees to take effect from 1 April 2023. The General Manager added that rates for fisherman had been kept lower than the rate of inflation, as had static caravans, but costs for visitors had increased along with the rate of inflation. David Gledhill asked if any comparison was made with similar facilities in the area. The General Manager stated that some comparison had been done although caravan fees had been decided much earlier on due to people wanting to book ahead. Southwold did not have facilities which compared to other areas and so benchmarking was difficult. Ultimately the decision was taken to ensure harbour could be sustainable. Councillor Beavan asked what the average increase was, and whether this was in line with RPI. The General Manager stated that all fees had generally gone up by RPI or less, apart from odd smaller charges such as window cleaning which did not often apply. Electricity charges in the caravan site had been changed to a lower standing charge and then a unit price on top of that for actual usage to make charges more equitable and in line with Ofgem guidance. There being no further questions, on the proposal of Councillor Smith and seconded by David Gledhill it was</p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1. That having commented upon the proposed annual schedule of charges and dues for the Harbour for 2023/24 attached as Appendix A, these be recommended to Cabinet for approval. 2. That having commented upon the proposed fees and charges for the Campsite and Caravan Site for 2023/24 attached as Appendix B, these be recommended to Cabinet for approval. |
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3 How to address current situation

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| 3.1 | The 2023/24 proposed Harbour fees and dues are set out in Appendix A of the attached SHMC report. |
| 3.2 | The proposed 2023/24 charges for the Campsite and Caravan Site are provided in Appendix B of the attached SHMC report. |

4 Reason/s for recommendation

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| 4.1 | To fulfil both the Cabinet's and the Southwold Harbour Management Committee's responsibilities in respect of recommending an annual schedule of fees and charges for the forthcoming year. |
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Appendices

Appendices:

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| Appendix A | Southwold Harbour Management Committee Report – Schedule of Charges 2023-24 |
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Background reference papers: None.