



SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 09 November 2023

Subject	Fee Structure at Southwold Harbour and Southwold Caravan & Campsite
Supporting Officer	Kerry Blair Head of Operations Kerry.blair@eastsoffolk.gov.uk James Milnes Southwold Caravan and Harbour Manager James.milnes@eastsoffolk.gov.uk

Is the report Open or Exempt?	OPEN
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Wards Affected:	Southwold
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[Officer guidance for completion of report template](#)

Purpose and high-level overview

Purpose of Report:

This report recommends and seeks the Committee's views on a schedule of charges and dues for the Harbour, and the fees and charges for the Campsite and Caravan Site for 2024/25. Ensuring that the proposed price increases are competitive and in line with market standards.

Recommendation/s:

1. That having commented upon the proposed annual schedule of charges and dues for the Harbour 2024/25 and the proposed fees and charges for the Caravan Site 2024/25, attached at Appendix A, these be recommended to Cabinet for approval.

Impact Assessment

Governance:

None directly arising from this report.

Environmental:

No direct environmental impact arising from this report.

Equalities and Diversity:

Price adjustments have been made with considerations to equality, ensuring affordability and accessibility for diverse user groups.

Financial:

The proposed price increase aligns with the RPI at 6.7%, ensuring financial sustainability and profitability for the Harbour and Campsite.

Legal:

None directly arising from this report.

Risk:

Potential for initial customer resistance, mitigated by ensuring transparency in communicating the reasons for the increase.

Harbour Business Plan Priorities

To be added when the plan is in place.

East Suffolk Council Strategic Plan Priorities

Select the themes of the Strategic Plan which are supported by this proposal:		
T01	Growing our Economy	<input checked="" type="checkbox"/>
T02	Enabling our Communities	<input checked="" type="checkbox"/>
T03	Maintaining Financial Sustainability	<input checked="" type="checkbox"/>
T04	Delivering Digital Transformation	<input type="checkbox"/>
T05	Caring for our Environment	<input checked="" type="checkbox"/>

Background and Justification for Recommendation

1 Background facts	
1.1	The Terms of Reference of the Harbour Management Committee state that the Committee will review and then recommend 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 2024/25:</p> <ul style="list-style-type: none">• An expectation to achieve an increase of 6.7% (note: Consumer Price Index (CPI) inflation for September 2023 was 6.7%).• 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 1 April 2024.

3 How to address current situation	
3.1	The 2024/25 proposed Harbour fees and dues and charges for the Campsite and Caravan Site are provided in Appendix A.
3.2	The Appendices include current year charges as a comparative and all charges quoted are inclusive of VAT where applicable.
3.3	The 2024/25 proposed fees and charges for the Harbour, the Campsite and the Caravan Site will be determined by Cabinet at its meeting on XX January 2024.

4 Reason/s for recommendation	
4.1	To fulfil the Committee's responsibilities in respect of recommending fees and charges.

Appendices

Appendices:	
Appendix A	Proposed Fees Structure For 2024

Background reference papers:	
None.	