



# Southwold Harbour Management Committee

Members are invited to a **Meeting of the Southwold Harbour Management Committee**

to be held in the Stella Peskett Millennium Hall,  
on **Thursday, 9 November 2023 at 4.00pm**

## Members:

Councillor David Beavan (Chair), Councillor Paul Ashton (Vice-Chair), Mr David Gledhill, Mr Richard Musgrove, Mr John Ogden, Mr Mike Pickles, Councillor Jan Candy, Councillor Toby Hammond, Councillor Lee Reeves.

An Agenda is set out below.

## Part One – Open to the Public

Pages

- |          |  |                |
|----------|--|----------------|
| <b>1</b> | <b>Apologies for Absence</b><br>To receive apologies for absence, if any.  |                |
| <b>2</b> | <b>Declarations of Interest</b><br>Members and Officers are invited to make any declarations of interests, and the nature of that interest, that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the Meeting if it becomes apparent that this may be required when a particular item or issue is considered. |                |
| <b>3</b> | <b>Minutes</b><br>To confirm the minutes of the meeting held on 14 September 2023.   | <b>1 - 6</b>   |
| <b>4</b> | <b>Fee Structure at Southwold Harbour and Southwold Caravan &amp; Campsite ES/1724</b><br>To consider the schedule of charges and dues for the Harbour for 2024/25 and the fees and charges for the Campsite and Caravan Site for 2024/25.   | <b>7 - 13</b>  |
| <b>5</b> | <b>Update from the Committee's Working Groups</b><br>To receive an update from the Committee's working groups.   |                |
| <b>6</b> | <b>Update from the Stakeholder Advisory Group</b><br>To receive an update from the Stakeholder Advisory Group.   |                |
| <b>7</b> | <b>Work Programme</b><br>To consider the Committee's forward work programme.   | <b>14 - 14</b> |
| <b>8</b> | <b>Dates of the next meetings</b><br>To note the dates of the next meetings as 11 January 2024, 14 March 2024 and 9 May 2024.  |                |

**9 Exempt/Confidential Items**

It is recommended that under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

**Part Two – Exempt/Confidential**

**10 Exempt minutes**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

**Close**



Chris Bally, Chief Executive

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<b>Unconfirmed</b>
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Minutes of a Meeting of the **Southwold Harbour Management Committee** held in the Stella Peskett Millennium Hall, on **Thursday, 14 September 2023 at 4:00 PM**

**Members of the Committee present:**

Councillor Paul Ashton, Councillor David Beavan, Councillor Jan Candy, Mr David Gledhill, Mr John Ogden, Mr Mike Pickles, Councillor Lee Reeves

**Other Members present:**

**Officers present:** Kerry Blair (Head of Operations), Lorraine Fitch (Democratic Services Manager), Andy Jarvis (Strategic Director), Alli Stone (Democratic Services Officer)

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**1 Apologies for Absence**

Apologies for absence were received from Richard Musgrove and Cllr Toby Hammond.

**2 Minutes**

On the proposal of Councillor Candy, seconded by David Gledhill it was

**RESOLVED**

The minutes of the meeting held on 24 July 2023 were agreed as a correct record.

**3 Declarations of Interest**

Mr Mike Pickles declared a disclosable pecuniary interest in item 13, the Chair note he had received a dispensation from the Monitoring Officer to participate in discussion on this item.

**4 Appointment of non-voting members to the Harbour Management Committee**

The Committee received report **ES/1660** which related to the appointment of two non-voting co-opted members to the Harbour Management Committee.

The Democratic Services Officer stated that there was an allowance in the Harbour Revision Order for these positions. Although the Harbour Revision Order was not yet complete, it was hoped that the two additional members would provide additional local experience and knowledge to the Committee.

By a unanimous vote it was

#### **RESOLVED**

That it be recommended to the Leader of the Council that Councillor Simon Flunder and Ms Diane Perry Yates be co-opted as non-voting members of the Southwold Harbour Management Committee for a period of twelve months until September 2024.

### **5 Appointment of Representatives to the Stakeholder Advisory Group**

The Committee received report **ES/1655** which related to the appointment of two representatives to the Stakeholder Advisory Group.

The Democratic Services Officer stated that the RNLI position had become vacant recently and would now be filled by the Southwold Lifeboat Operations Manager. There were two positions to represent shoreside businesses, one of which had already been appointed to. There was one vacancy remaining to represent charter boats and someone had been approached about taking up this role.

On the proposal of David Gledhill, seconded by Mike Pickles it was

#### **RESOLVED**

That Mr Simon Hazelgrove be appointed as East Suffolk Council's named representative for the RNLI on the Stakeholder Advisory Group, with immediate effect.  
That Mr Gerard Amiel be appointed as East Suffolk Council's named representative for the shoreside traders/businesses on the Stakeholder Advisory Group, with immediate effect.

### **6 Staff Structure Update**

The Committee received report **ES/1659** which summarised staffing changes which would have an impact on the harbour.

The Head of Operations summarised the reasons for these changes. Firstly there was a need for a more experienced manager for the caravan and campsite with a different skillset to oversee the development of the site. The role had been regraded and was now a few grades higher, and as a result a restructure was required. The site manager had opted to take redundancy rather than apply for the new role.

Following the fire it also became clear that there were some skills missing in the harbour which could be provided by the Asset Management Team. When the previous Harbour Manager had left it was clear that there would be a very limited pool of

people to fulfil this role and it would be very difficult to recruit to this. The post was therefore regraded to a Harbour and Caravan Site Manager. Interviews had take place and a candidate had been appointed who had experience managing complex asset issues involving competing interests and a variety of stakeholders. They would start in the next few weeks and would be based in the caravan site office and would manage both the caravan site and harbour master team.

John Ogden asked who this role would report to and where it would sit in the context of the wider team. The Head of Operations stated that they would report to the Estates Manager, which was currently vacant. The Estates Manager would have a wider oversight of the Council assets. The Head of Operations would ultimately oversee this team.

The Chair of the Advisory Group asked how many of these posts were being paid for by the harbour. The Head of Operations stated that the Estate Manager role was an East Suffolk role and was not funded by the Harbour as they had a wider remit. The new role along with the harbour master team and the caravan site team were funded through the harbour funds. The new role was a combination of two other roles, the caravan site manager and the harbour manager and so there would be a saving overall. The Head of Operations stated that the harbour team would have a larger group of professionals to call on to help with projects rather than the team having to resolve things on their own.

By a unanimous vote it was

#### **RESOLVED**

That the Harbour Management Committee (HMC) note the contents of the report.

## **7 Mid-Year Budget Monitoring Report 2023/24**

The Committee received report ES/1657 which provided a mid year overview of financial performance against approved budgets.

The Head of Operations introduced the report. Income had held up reasonably well across both harbour and caravan site. The accounts had been hit by higher than anticipated expenditure due to inflation and significant one-off costs such as the shower block. The forecast profit at this point was lower than anticipated but it was expected that this would recover by the end of the financial year.

There were around thirty vacant plots on the caravan site which would be worth £100,000 a year in income, but income was higher on the touring side. Some refunds had been issued due to flooding on the site which would be reflected in the next years accounts. Drainage work would be done to try and remedy the flooding issues on the site.

David Gledhill referred to point 2.3 in the report which showed an overspend of £34,000 which was expected to reduce to £17,000 by the end of the year due to the cost of the hydrographic survey and asked how this was possible. The Head of Operations stated he would confirm the detail around this.

The Chair of the Advisory Group asked how the French drain work mentioned in the report would be paid for as this was on the third camping field. The Head of Operations stated drains would be done installed in areas where the water pooled around the surf shack. Income from this land was received in the harbour account and so work would be paid for from the harbour account.

John Ogden asked if there was any pressure on the finances from the fallout of the fire. The Head of Operations stated that at this stage there was not at this moment, but this could change. This would be discussed further under item 13.

Mike Pickles stated that more tourists were now coming into the harbour from abroad, and there were opportunities for money to be made from them through facilities. There were frequent complaints that the harbour fees were too high for the facilities provided.

The Chair stated that there was a need for some master planning to be done by the Harbour Management Committee and the Advisory Group to discuss what the harbour should look like.

By a unanimous vote it was

#### **RESOLVED**

That having reviewed the Mid-Year Budget Monitoring Report 2023/24, the Committee report this to Cabinet.

### **8 Update from the Stakeholder Advisory Group**

The Chairperson of the Stakeholder Advisory Group provided an update on the recent meeting of the group. The Advisory Group felt that a master plan next project that was needed to provide guidance on the future of the harbour. There was some frustration around the time it was taking for things to happen following the Harbour Revision Order and the Royal Haskoning Report. There was a gap between what was anticipated from the Advisory Group and the actions that were being taken. There were similar views on the caravan site where there was a lack of knowledge of the next step.

The Head of Operations updated the meeting on the Royal Haskoning Report. The last Committee meeting had agreed the replacement of the south training arm and to progress with a detailed costing and final design. The Coastal Partnership East team were advertising a role for a coastal engineer, and this person would lead on and manage this project and another project at Hemsby. A project manager with a marine engineering background was needed to work up the final design and oversee the project. There was money allocated to this in the budget, but the coastal partnership funding team would assist with applying for grants from elsewhere.

The Strategic Director confirmed that the application for the Harbour Revision Order had been submitted in September 2022. Ashfords had indicated that there was a backlog of orders, and the Council was now waiting to be told when the Southwold

Order would be considered. There was not a lot that could be done to drive this forward. David Gledhill stated he had known some applications take up to five years, and realistically it would be taking at least a year. The Chair stated this would not have a major effect on what was being done and main projects could be dealt with.

The Strategic Director agreed that a masterplan for the harbour was needed. There was a commitment to bring forward a vision and masterplan for the harbour and caravan site. The Chair stated that the local flood board was doing a similar exercise which could contribute to this. The Head of Operations stated he hoped that the stakeholder group could drive this forward. Mike Pickles stated that this was important, and it was also important to look at the relationship between the harbour and the town.

Regarding the caravan site, the Head of Operations stated that some visions had been produced but had not been shared. This would be one of the first tasks of the new Harbour and Caravan Site Manager. The Head of Operations stated that the three layouts for the site would be taken to the caravan site for people to see and discuss. The Chair of the Caravan Owners Association emphasized that this needed to be done before people left for winter when they would be making their decisions about the next year.

#### **9 Update from the Committee's Working Groups**

The Committee's working groups would be meeting in the next few weeks and there would be an update at the next meeting.

#### **10 Southwold Harbour Management Committee's Forward Work Programme**

The Committee considered its work programme. The Chair asked that a timeframe for a masterplanning exercise be considered.

#### **11 Dates of the next meetings**

The dates of the next meetings were noted as 9 November 2023, 11 January 2024 and 14 March 2024,

#### **12 Exempt/Confidential Items**

On the proposal of David Gledhill, seconded by Councillor Ashton it was

#### **RESOLVED**

That under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

#### **13 Update on Harbour Management Following Harbour Fire**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

The meeting concluded at 17.12

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Chair



**SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE**  
**Thursday, 09 November 2023**

<b>Subject</b>	Fee Structure at Southwold Harbour and Southwold Caravan & Campsite
<b>Report Author(s)</b>	James Milnes Southwold Caravan and Harbour Manager <a href="mailto:James.milnes@eastsoffolk.gov.uk">James.milnes@eastsoffolk.gov.uk</a>
<b>Head of Service</b>	Kerry Blair Head of Operations <a href="mailto:Kerry.blair@eastsoffolk.gov.uk">Kerry.blair@eastsoffolk.gov.uk</a>
<b>Director</b>	Andy Jarvis Strategic Director <a href="mailto:Andrew.jarvis@eastsoffolk.gov.uk">Andrew.jarvis@eastsoffolk.gov.uk</a>

Is the report Open or Exempt?	OPEN
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<b>Wards Affected:</b>	Southwold
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## 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 2023/24. Ensuring that the proposed price increases are competitive and in line with market standards.

### Recommendation/s:

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 3%, 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 <a href="#">Strategic Plan</a> 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

<b>1 Background facts</b>	
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.

<b>2 Current position</b>	
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"><li>• An expectation to achieve an increase of 5% (note: Consumer Price Index (CPI) inflation for September 2022 was 10.1%).</li><li>• 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.</li><li>• 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.</li><li>• Review opportunities to introduce new fees for discretionary services we are currently providing free of charge.</li><li>• Undertake market research to identify chargeable services that our customers really want.</li><li>• Consider whether the fee change will encourage or discourage the use of the services.</li></ul>
2.2	The proposed date for introducing the fees and charges is from 1 April 2024.

<b>3 How to address current situation</b>	
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 2 January 2023.

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

## Appendices

Appendices:	
<b>Appendix A</b>	Proposed Fees Structure For 2024

Background reference papers:	
None.	

## Appendix A Proposed Fees and Charges

		2024/25	Fee Status	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2023/24
<b>Southwold Harbour Site</b>							
Static Caravan - Site Fee (March - November)	£	2,840.00	D	S	£210.00	7.98%	£2,630.00
Static Caravan - Site Fee (December - February)	£	255.00	D	S	£26.00	11.35%	£229.00
New Caravan - Plot Fe	£	2,268.00	D	S	£168.00	8.00%	£2,100.00
Electric standing charge per annum + charge for actual usage (static sites)	£	216.00	D	S	£16.00	8.00%	£200.00
					£ Increase or (Decrease)	% Increase or (Decrease)	
		2024/25	Fee Status	VAT Status	Increase or (Decrease)	Increase or (Decrease)	2023/24
<b>Additional Charges - Static Caravan</b>							
Harbour side Supplement Front Line	£	239.00	D	S	£17.50	7.90%	£221.50
Blackshore Supplement Front Line	£	210.00	D	S	£16.00	8.25%	£194.00
External Van Cleaning		mark for deletion	D	S			£85.00
External Window & Door Clean		mark for deletion	D	S			£20.00
Under Van Edge Trim & Weed killer Spray		mark for deletion	D	S			£30.00
<b>All below fees are charged on a per night b</b>							
Tourers/Motorised Vans/Tents (Low Season) Inc 2 Adul	£	37.50	D	S	£2.80	8.07%	£34.70
Tourers/Motorised Vans/Tents (Peak Season) Inc 2 Adu	£	44.00	D	S	£3.25	7.98%	£40.75
Bank holiday weekend standard pitch	£	45.50	D	S	£3.50	8.33%	£42.00
Off peak electric hook up pitch	£	43.00	D	S	£3.25	8.18%	£39.75
Peak electric hook up pitch	£	49.50	D	S	£3.75	8.20%	£45.75
Bank holiday weekend electric hook up pitch	£	51.00	D	S	£4.00	8.51%	£47.00
Electricity per night	£	5.40	D	S	£0.40	8.00%	£5.00
Additional Adult	£	5.00	D	S	£0.30	6.38%	£4.70

Additional Child	£	2.55	D	S	£0.20	8.51%	£2.35
Additional OAP (65+)	£	2.55	D	S	£0.20	8.51%	£2.35
Awnings/Gazebos/Canopies	£	10.00	D	S	£1.45	16.96%	£8.55
Organised Groups (To be negotiated in advance)		By negotiation	D	S			By negotiation
Single backpacker (no vehicle)*	£	18.00	D	S	£1.50	9.09%	£16.50
Key Sale for Toilet Block	£	32.00	D	S	£2.50	8.47%	£29.50
Battery Charging	£	11.00	D	S	£1.00	10.00%	£10.00
Ice Packs	£	1.40	D	S	£0.10	7.69%	£1.30
Mobile Phone Charging	£	1.40	D	S	£0.10	7.69%	£1.30
* With discretion of caravan site manager at time of arrival							
Washing Machine Tokens		£4.50			**New**	**New**	
Dryer Tokens		£2.50			**New**	**New**	

### Harbour & annual licences (beach & boat related)

		2024/25	Fee Status	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2023/24
<b>Regular users (per annum)</b>							
Mooring fees per vessel	£	830.00	D	S	£63.50	8.28%	£766.50
Tenders/Canoe/Kayak	£	45.00	D	S	£3.50	8.43%	£41.50
Tenders/Canoe/Kayak Day Rate	£	5.75	D	S	£0.50	9.52%	£5.25
<b>Harbour dues (per annum)</b>							
Up to 20ft (6100mm)	£	87.50	D	S	£6.50	8.02%	£81.00
20ft (6100mm) up to 30ft (9150mm)	£	168.00	D	S	£13.30	8.60%	£154.70
30ft (9150mm) up to 40ft (12200mm)	£	216.00	D	S	£16.00	8.00%	£200.00
40ft (12200mm) up to 50ft (15250mm)	£	282.00	D	S	£21.60	8.29%	£260.40
Each additional ft (305mm) over 50ft (15250mm)	£	7.75	D	S	£0.65	9.15%	£7.10
<b>Other charges (per annum)</b>							
Large Hut Sites	£	488.00	D	EX	£36.50	8.08%	£451.50
Small Hut Sites	£	333.00	D	EX	£24.30	7.87%	£308.70
<b>Stage sites (per annum)</b>							

1E - 10E	£	1,350.00	D	S	£100.50	8.04%	£1,249.50
All other sites on Southwold Bank	£	700.00	D	S	£51.10	7.87%	£648.90
All other sites on Walberswick Bank	£	700.00	D	S	£51.10	7.87%	£648.90
<b>Stage 25 LCC Harbour Dues</b>		mark for deletion		S	-	-	
<b>W10 Mooring - Visitor Moorings (daily charges)</b>							
Up to 20ft (6100mm)	£	26.00	D	S	£1.80	7.44%	£24.20
20ft (6100mm) up to 30ft (9150mm)	£	31.00	D	S	£2.40	8.39%	£28.60
30ft (9150mm) up to 40ft (12200mm)	£	38.00	D	S	£2.80	7.95%	£35.20
40ft (12200mm) up to 50ft (15250mm)	£	47.50	D	S	£3.50	7.95%	£44.00
Each additional ft (305mm) over 50ft (15250mm)	£	2.50	D	S	£0.20	8.70%	£2.30
Harbour Dues	£	12.50	D	S	£0.90	7.76%	£11.60
Electric Charge (Normal)	£	6.00	D	S	£0.50	9.09%	£5.50
Electric Charge (Heavy Use)	£	21.50	D	S	£1.50	7.50%	£20.00
<b>Other charges</b>							
Storage ashore per ft (305mm)	£	3.40	D	S	£0.25	7.94%	£3.15
Electric charge (weekly)		mark for deletion	D	S			£50.00
Mooring winter charge per ft (305mm) per month	£	4.85	D	S	£0.35	7.78%	£4.50
Mooring berth on north dock wall (per vessel, per month)	£	193.00	D	S	£15.00	8.43%	£178.00
<b>Licences</b>							
Beach Licences							
- Aldeburgh and Felixstowe	£	71.50	D	OS	£5.30	8.01%	£66.20
- Sizewell	£	57.50	D	OS	£4.50	8.49%	£53.00
Sale of fish from Council land		Variable	D	OS			Variable
Boats on beach	£	159.00	D	S	£12.00	8.16%	£147.00
Boats in compound at The Dip	£	159.00	D	S	£12.00	8.16%	£147.00
Launch only permit	£	77.00	D	OS	£5.50	7.69%	£71.50
Fee for return of confiscated boats		Variable	D	S			Variable



## Southwold Harbour Management Committee

### Work Programme

9 November 2023	<ul style="list-style-type: none"> <li>• Fees and Charges 2024/25</li> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> </ul>
11 January 2024	<ul style="list-style-type: none"> <li>• Q3 Budget Monitoring Report</li> <li>• Letter of compliance</li> <li>• Annual Report</li> <li>• Budget 2024/25</li> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> </ul>
14 March 2024	<ul style="list-style-type: none"> <li>• Q4 Budget Monitoring report</li> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> </ul>

Other matters:

Harbour Vision and Masterplan

Business Case on the North Wall

Harbour Revision Order

Lionlink interconnectors