



CABINET

Tuesday, 02 January 2024

Subject	Southwold Harbour Management Committee – Fees and Charges 2024/25
Report by	Councillor Vince Langdon-Morris Cabinet Member with responsibility for Resources and Value for Money
Report Author and Head of Service	Kerry Blair Head of Operations Kerry.blair@east Suffolk.gov.uk
Director	Andy Jarvis Strategic Director Andrew.jarvis@east Suffolk.gov.uk

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.	Not applicable
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 2024/25.

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 the annual schedule of charges and dues for Southwold Harbour, Southwold Caravan Site and Campsite for 2024/25 at **Appendix A** be approved.

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, but by a lower rate than CPI (which is the usual measure of inflation that the council applies). The average increase is in the region of 3%.

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 proposed changes were discussed at the Southwold Harbour Management Committee at its meeting on Thursday 9 November 2023.
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Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: <i>(Select only one primary and as many secondary as appropriate)</i>		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	
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 2024/25:</p> <ul style="list-style-type: none">• 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 2024. All fees and charges are discretionary for the Harbour and the Caravan Site and Campsite.
2.3	<p>The Southwold Harbour Committee met on 9 November 2023, a copy of the report can be found at Appendix A. The Committee was advised that the approach to reviewing the fees and charges had been to apply a rate of 6.7%, which was the rate of inflation for the Consumer Price Index in September 2023. This had applied across the board to fees and charges. The Council also considered similar sites to benchmark the fees and charges.</p> <p>The Head of Operations recognised that this rise did follow on from high inflation in 2022 which was passed on in the 23/24 fees and charges. This would be challenging for businesses, but if the Council was going to make investments in the harbour infrastructure and amenities, then some of these costs needed to be offset.</p>

	<p>Members of the Committee voiced concerns in relation to the proposed increase on the basis of the condition and limited amenities currently available in the area of the harbour lands.</p> <p>Following further review, the recommendation from Southwold Harbour Management Committee is to apply a 3% increase across the board.</p>
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3 How to address current situation

3.1	The 2024/25 proposed charges and dues for Southwold Harbour, Southwold Caravan Site and Campsite are provided in Appendix B.
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4 Reason/s for recommendation

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:

Appendix A	HMC Report
Appendix B	Schedule of Charges 2024/25

Background reference papers:

None.
