

East Suffolk House, Riduna Park, Station
Road, Melton, Woodbridge, IP12 1RT

Southwold Harbour Management Committee

Members:

Mr David Gledhill
Mr Alistair MacFarlane
Mr Richard Musgrove
Mr Mike Pickles
Councillor Maurice Cook
Councillor James Mallinder
Councillor David Ritchie
Councillor Craig Rivett
Councillor Letitia Smith

Members are invited to a **Meeting of the Southwold Harbour Management Committee**
to be held in the Stella Peskett Millennium Hall, Might's Road, Southwold, IP18
6BE
on **Thursday 23 September 2021 at 4:00pm**

This meeting is being held in person in order to comply with the Local Government Act 1972. In order to comply with East Suffolk Council's coronavirus arrangements and guidance, the number of people at this meeting will have to be restricted to only those whose attendance is reasonably necessary.

If you do believe it is necessary for you to be in attendance we encourage you to notify Democratic Services, by email to democraticservices@eastsuffolk.gov.uk, of your intention to do so no later than 12 noon on the working day before the meeting so that the meeting can be managed in a COVID secure way and the Team can endeavour to accommodate you and advise of the necessary health and safety precautions.

However, we are not able to guarantee you a space/seat and you are advised that it may be that, regrettably, we are not able to admit you to the meeting room.

An Agenda is set out below.

Part One – Open to the Public

1	Apologies for Absence	
	To receive apologies for absence, if any.	
2	Declarations of Interest	
	Members and Officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests 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.	
3	Minutes	1 - 6
	To confirm as a correct record the Minutes of the meeting held on 8 July 2021.	
4	Appointments to the Southwold Harbour Advisory Group ES/0895	7 - 13
	To consider appointing to the Southwold Harbour Advisory Group	
5	Southwold Harbour Annual Report and Accounts ES/0896	14 - 34
	To receive the Annual Report and Accounts for Southwold Harbour.	
6	Southwold Harbour Management Committee's Forward Work Programme	35 - 35
	To consider the Committee's Forward Work Programme	
7	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 it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.	

Part Two – Exempt/Confidential

8	Southwold Harbour Investment Plan Update
	<ul style="list-style-type: none"> Information relating to the financial or business affairs of any particular person (including the authority holding that information).
9	Date of Next Meeting
	To note the date of the next meeting, which is Thursday, 11 November 2021 at 4.00pm.

Close



Stephen Baker, Chief Executive

Filming, Videoing, Photography and Audio Recording at Council Meetings

The Council, members of the public and press may record / film / photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Committee Clerk (in advance), who will instruct that they are not included in any filming.

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Unconfirmed



Minutes of a Meeting of the **Southwold Harbour Management Committee** held in the Stella Peskett Millenium Hall, Southwold, on **Thursday, 8 July 2021 at 4.00pm**

Members of the Committee present:

Councillor Maurice Cook, Mr David Gledhill, Mr Alistair MacFarlane, Councillor James Mallinder, Mr Mike Pickles, Councillor David Ritchie, Councillor Craig Rivett, Councillor Letitia Smith

Other Members present:

Councillor David Beavan

Officers present:

Chris Blng (Head of Legal and Democratic Services), Kerry Blair (Head of Operations), Sarah Carter (Democratic Services Officer), Duncan Colman (Estates Manager), Kathryn Hurlock (Asset and Investment Manager), Andrew Jarvis (Strategic Director)

1 Election of a Chairman

Consideration was given to the election of a Chairman for the Southwold Harbour Management Committee (HMC) and it was

RESOLVED

That Councillor Ritchie be elected Chairman of the HMC.

The Chairman welcomed everyone to the meeting and asked the Committee to please introduce themselves.

It was noted that Mr Richard Musgrove had given his apologies for absence.

2 Election of a Vice-Chairman

Consideration was given to the election of a Vice-Chairman of the Southwold Harbour Management Committee (HMC) and it was

RESOLVED

That Councillor Cook be elected Vice-Chairman of the HMC.

3 **Declarations of Interest**

Messrs Gledhill, MacFarlane and Pickles declared a Pecuniary Interest in Agenda Item 5 - Co-Opted Members' Allowances. They advised that they would leave the meeting and take no part in the discussion or voting thereon.

4 **Harbour Management Committee - Terms of Reference**

The HMC received its Terms of Reference.

The Chairman explained that the Terms of reference had been consulted on and agreed by Southwold Town Council and East Suffolk Cabinet. He would take the document as read unless the HMC members had any points they wished to raise. There being no questions, it was

RESOLVED

That the Southwold Harbour Management Committee Terms of Reference be noted.

***Note:** Having declared a Pecuniary Interest in Item 5, Messrs Gledhill, McFarlane and Pickles left the meeting room at this point in the meeting.*

5 **Co-Opted Members' Allowances**

The HMC considered report ES/0832, the purpose of which was to consider Co-Opted Members' Allowances.

The HMC was reminded of the process that had taken place to appoint co-opted members to the HMC and that, in accordance with the Council's Constitution, those co-opted members would receive an allowance per meeting in order to be appropriately recompensed for the time given to the HMC. The amount payable per meeting would be based on a Councillor's Basic Allowance, currently £7706.25, multiplied by between 1% and 4%, the equivalent of between £77.06 and £308.25 per meeting. Under the Council's, Members Allowances' Scheme, the co-opted members would also be able to claim travel and subsistence, as well as the potential to claim transport costs and carers/childcare costs to enable their attendance at meetings. The Council's Constitution also set out that the percentage was to be determined at the discretion of the Chairman of the Committee on which the co-opted Members sat.

The Chairman advised members of the research he had undertaken and that he had looked at comparable rates elsewhere. He had come to the conclusion that 1.75% of a Councillor's annual allowance, that was £134.86 per meeting, would be an appropriate amount.

The Cabinet Members present supported the Chairman's proposal and questioned whether it should be reviewed in 12 months time because the amount of work involved in being a member of the HMC was an unknown quantity at this moment in time.

Having consulted his fellow Cabinet Members, the Chairman

RESOLVED

1. That, the co-opted members on the HMC be paid 1.75% of a Councillors basic allowance, being £134.86 per meeting, and
2. That, due to the amount of work that might be required in the future, that payment be reviewed after one year.

Note: *Messrs Gledhill, MacFarlane and Pickles re-joined the meeting at 4.13pm.*

6 Appointments to the Southwold Harbour Advisory Group

The HMC considered report ES/0833, the purpose of which was to review the public notice and letter for appointments to the Southwold Harbour Advisory Group. The Chairman advised that the HMC must act in the best interests of the Port and could not function without the Advisory Group.

The Head of Operations reminded the HMC of the consultation that had been undertaken and the options that had been considered for such a group. The model that was being proposed was following advice from Ashfords LLP and the approved Terms of Reference were appended to the report. With the HMC now formed, it was necessary to establish an Advisory Group. The role of the Advisory Group was to consider matters of interest to the HMC relating to conservation, protection, regulation, management, maintenance and improvements of the Southwold Harbour and its navigation. The Advisory Group would also identify matters of interest to harbour users and other stakeholders and recommendations that they should be considered by the HMC, as well as providing advice and opinion to the HMC on matters under consideration.

The Head of Operations confirmed that the Advisory Group would be formed of a maximum of 18 persons, appointed by the HMC, from a number of organisations and stakeholder groups, full details of which were contained in the report and Appendix A. Due to a typographical error in the report, he clarified that it was one person from the Southwold and River Blyth Users Association and two persons from the Southwold Caravan Owners Association.

The HMC was being requested to approve the public notice and letter requesting nominations for the Advisory Group. At its next meeting, the HMC would approve those persons selected to sit on the Advisory Group.

The HMC sought clarification as to when the Advisory Group would meet and if it could be formed with less than 18 members. The Head of Operations confirmed the Group could meet as soon as the appointments had been confirmed and if there were less than 18 nominations, it would still be formed. Further details relating to nominations were set out in paragraph 3.2 in the Terms of Reference.

The HMC supported the proposal and there being no further discussion, it was

RESOLVED

That the public notice for appointments to the Southwold Harbour Advisory Group and letter requesting nominations from the agreed organisations and stakeholder groups be agreed.

7 Harbour Undertaking and Assets included

The Asset Management Team gave a presentation outlining the following:

Overview

- Introduction to Asset Management
- Extend of Southwold Harbour Limits and Land Ownership
- Landing Stages and Fishing Huts
- Overview of Business Tenancies
- Condition of the Harbour Area
- Caravan and Camping Site
- Summary of Rural Solutions Report
- Rationale and Benefit for Recommendations

Conclusion

- Landlord and tenant discussion regarding agreements in place
- Business Case put forward for investment into caravan site
- Undertaking of repair and maintenance of assets to ensure compliance
- Support HMC with regard to asset strategy included in the Harbour Business Plan

It was confirmed that the full presentation would be uploaded onto the Council's website and be available with the Agenda papers.

HMC members commented on the revenue enhancing investment and financial return, safety inspection on the quay, and what income was achieved from the stages and land operated by the Council for visitors.

The Asset and Investment Manager confirmed a return of around 9% with a peak of capital receipts from caravan sales generated. The Head of Operations confirmed that they were in the process of drawing up a specification for the safety inspection and condition survey. The risk assessment would be drawn electronically for filling in on-line. The specification would be circulated to the HMC members for comment and on receipt of applications, the HMC would have the opportunity to approve the appointment.

The Head of Operations advised that it would be a separate exercise to calculate the income from visitors; that could be done by ascertaining the information from the Harbour Master.

On behalf of the HMC, the Chairman expressed thanks for a very informative presentation.

8 HMC Work Programme

The Chairman reminded the HMC members of their training and induction session which had been held the previous week and that today was the first meeting of the HMC. The induction and proposed Work Programme had been produced following advice from Ashfords.

The Head of Operations advised that the HMC could establish its own Work Programme and the document circulated with the Agenda was a start. It contained a number of significant pieces of work including the Review of the findings of the Royal Haskoning Harbour Survey and the Review of the Caravan Site which had been put down for September and November respectively. The Harbour Revision Order was proposed for consideration in January which might prove to be beneficial further up the river. Consideration would also need to be given to the enforcement of abandoned vessels.

The HMC discussed the detail and need to give each item full consideration and understood that, as a result, it might be necessary to have additional meetings. It was important to consider health and safety and finances and the HMC agreed to have an overview of the agenda items listed for September, on the understanding that each subject would likely come back in fuller detail.

The Chairman referred to some interesting reading including the Scope of Works document, the history since 1329, and the Environment Agency's Blyth Strategy from 2008. Comment was made that, at Southwold, it was significant to note that it was not an estuary but a river that had flooded in 1953.

9 Date of Next Meeting

It was noted that the next meeting would be held on Thursday, 23 September 2021 in the Stella Peskett Millennium Hall in Southwold.

The Chairman proposed that future meetings of the HMC commence at 4.00pm and that was supported.

10 Calendar of Meetings

The Chairman proposed that two future meetings take place on Thursday, 11 November 2021 and Thursday, 27 January 2022, commencing at 4.00pm.

The HMC noted that, by fixing these dates, it did not preclude setting dates for any additional meetings that might become necessary.

The Chairman thanked everyone for attending the meeting.

The meeting concluded at 5.05pm.

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Chairman



SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 23 September 2021

Subject	APPOINTMENTS TO THE SOUTHWOLD HARBOUR ADVISORY GROUP
Supporting Officer	Kerry Blair Head of Operations Kerry.blair@eastsuffolk.gov.uk 01502 523007

Is the report Open or Exempt?	OPEN
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Wards Affected:	Southwold
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Purpose and high-level overview

Purpose of Report:

To approve the appointment of members to the Southwold Harbour Advisory Group (Advisory Group).

Recommendations:

That the Harbour Management Committee (HMC):

- Approves the appointment of nominated persons listed in 2.2 and 2.4 below as the members of the Advisory Group
- That on appointment of these Members, the Advisory Group be hereby established on 23 September 2021.

Impact Assessment

Governance:

The reasons for the establishment of the HMC and Advisory Group have been agreed in previous reports to the Southwold Harbour Lands Joint Committee.

Environmental:

The HMC must act in the best interests of the Port, which includes ensuring its long term sustainability and success. Environmental factors will be taken into account in the decisions which the HMC will make.

Equalities and Diversity:

No adverse impacts have been identified.

Financial:

The appointments are voluntary, so there is no financial impact.

Legal:

No impact.

Risk:

There are no particular risks identified.

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	One of the first tasks of the newly formed HMC is to set up an Advisory Group, to be formed of a maximum of 18 persons.	
1.2	At its first meeting on 8 July, the HMC approved a public notice for appointments to the Advisory Group and a letter requesting nominations from the agreed organisations and stakeholders, as set out in the Terms of Reference (ToR).	
1.3	ToR for the Advisory Group which have previously been approved are attached at Appendix A.	

2 Current position		
2.1	On 28 July the agreed organisations and stakeholder groups, as set out in the Advisory Group's Terms of Reference (ToR), were written to asking for their nominations.	
2.2	<p>The following were nominated:</p> <ul style="list-style-type: none"> • Southwold Town Council – Councillor Will Windell • Reydon Parish Council – Councillor Philip O'Hear • Blythburgh Parish Council – no capacity at this time • Walberswick Parish Council – tbc. • Southwold Haven Port Stakeholders Group – Simon Flunder • Blyth Estuary Partnership – Richard Steward • Southwold and River Blyth Users Association – Jamie Thompson • Southwold Caravan Owners Association – Diane Perry-Yates and Jocelyn Bailey • Southwold Sailing Club – Henry Walker • One person from the RNLI – Gary Doy • One person from the Environment Agency – Richard Wilkes 	
2.3	In addition, a public notice was placed in the EADT and Lowestoft Journal inviting members of the public under various headings to put themselves forward.	
2.4	<p>The following applied:</p> <ul style="list-style-type: none"> • Representative for Commercial Fishermen using the harbour – Simon Drake • Representative for the Charter Boat Associations in the harbour including both dive and fishing charters – no applications received • Representative for local residents – Alan Tong • Two representatives for the interests of shoreside traders / businesses close to the harbour – Vicky Gladwell • Representative for commercial passenger carrying vessels' interests in the harbour including trip boats, mackerel boats, rowing boats and pedalos (during such time as such activities are taking place within the harbour) – Marcus Gladwell 	

2.5	The Advisory Group ToR state that should the HMC not receive nominations from any of the organisations, stakeholders or other mentioned groups, they may choose to appoint a suitable alternative or none at all.
2.6	We will continue to try and fill the following positions: <ul style="list-style-type: none"> • Representative for the Charter Boat Associations in the harbour including both dive and fishing charters • An additional representative for the interests of shoreside traders / businesses close to the harbour
2.7	As nominations were not received by Blythburgh Parish Council at this time, this position will be left vacant.

3 How to address current situation

3.1	The members need to be appointed to the Advisory Group to establish it and provide membership on it, so that it can begin to carry out its work. Once appointment, the Chair of the HMC will look to convene the first meeting of the Advisory Group.
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4 Reason/s for recommendation

4.1	The HMC are asked to approve the appointment of those referred to in 2.2 and 2.4 above.
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Appendices

Appendices:

Appendix A	Advisory Group Terms of Reference
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STAKEHOLDER ADVISORY GROUP – Terms of Reference

1. Introduction / Purpose

- 1.1. The Southwold Harbour Management Committee ('HMC') will establish a group, to be known as the **Southwold Harbour Stakeholder Advisory Group** ('the Advisory Group'). The HMC will regularly consult the Advisory Group on all matters substantially affecting the conservation, protection, regulation, management, maintenance and improvement of the Southwold Harbour and its navigation.

2. Aims and Objectives

- 2.1. The core Objective of the Advisory Group is to represent a wide range of stakeholder opinion and viewpoint and to provide feedback and advice to the HMC to assist in managing Southwold Harbour in the best interests of stakeholders including the local community.

- 2.2. The Advisory Group is entrusted with the following mission:

"To consider matters of interest to the HMC related to conservation, protection, regulation, management, maintenance and improvement of the Southwold Harbour and its navigation. To identify matters of interest to harbour users and other stakeholders and make recommendations that they should be considered by the HMC. To provide advice and opinion to the HMC on matters under consideration."

3. Form and Composition

- 3.1. The Advisory Group shall consist of up to 18 persons appointed by the HMC (or such other number as the HMC from time to time approves). These persons shall be invited from the following organisations and stakeholder groups:

- (a) Four Councillors shall be appointed, one nominated by Southwold Town Council, one nominated by Reydon Parish Council, one nominated by Blythburgh Parish Council and one nominated by Walberswick Parish Council;
- (b) one appointed on the nomination of the Southwold Haven Port Stakeholders Group, one appointed on the nomination of the Blyth Estuary Partnership and one appointed on the nomination of the Southwold and River Blyth Users Association;
- (c) two appointed on the nomination of the Southwold Caravan Owners Association;
- (d) one appointed on the nomination of the Southwold Sailing Club to represent the interest of the Clubs using the harbour including sailing, rowing and any other leisure clubs with vessels;
- (e) one appointed on the nomination of the RNLI;
- (f) one appointed on the nomination of the Environment Agency;
- (g) one appointed to represent the Commercial Fishermen using the harbour;

- (h) one appointed to represent the Charter Boat Associations in the harbour including both dive and fishing charters;
- (i) one appointed to represent local residents;
- (i)) two appointed to represent the interests of shoreside traders / businesses close to the harbour;
- (j) one appointed to represent commercial passenger carrying vessels' interests in the harbour including trip boats, mackerel boats, rowing boats and pedalos (during such time as such activities are taking place within the harbour).

3.2. If the Council does not receive a nomination for any reason from any of the organisations mentioned in Clause 3.1 (a) to (f) above, the Council may, after consulting with such other organisations it thinks appropriate, appoint a suitable alternative or none at all. This procedure will also be followed should no appropriate appointee be found in respect of 3.1 (g) to (j), and if any of the organisations mentioned in Clause 3.1 (a) to (j) above cease to exist or the function of the organisation changes significantly.

3.3. The Council shall not be obliged to appoint a person who is duly nominated in accordance with any of sub-paragraphs 3.1 (a) to (f) above but may request the body or bodies who made the nomination to nominate another person.

3.4. The term of office of a member of the Advisory Group shall be **three years** from the date of his/her appointment and, on ceasing to hold office, (s)he shall be eligible for re-appointment for a further three year term, but he/she has no right to be reappointed. If there are suitable alternative persons available for nomination and appointment, it is anticipated that no person will serve more than two consecutive terms. Service of a term as chairperson shall not count as a term of membership under this provision.

3.5. A member of the Advisory Group may at any time, by notice in writing to the HMC, resign his/her office.

3.6. The Advisory Group shall nominate its own Chairperson, and shall conduct itself in accordance with these terms of reference.

3.7. A member of the Advisory Group shall not also be a member of the HMC.

4. Meetings

4.1. The Advisory Group shall meet not less than twice a year (and may meet more often).

4.2. Meetings shall be convened by notice in writing to each member.

4.3. Minutes of all meetings will be prepared and circulated in advance of the next meeting. These minutes will be approved at the next meeting.

4.4. Without prejudice to paragraph (1) above, the HMC shall seek the views of the Advisory Group on:-

- a) The Southwold Harbour Business Plan;
- b) Proposals to vary any charges in relation to business and recreational use of the harbour and its use by any vessels;
- c) The making of byelaws or directions;
- d) Any harbour revision order application;
- e) Any changes to these terms of reference or the HMC terms of reference and MoU;
- f) Proposals to construct or license any significant works in the harbour including dredging; or
- g) Changes to the use of the harbour.

4.5. The HMC shall take into consideration any matter, recommendation or representation which may from time to time be referred or made to them by the Advisory Group, whether or not it has been consulted by the HMC on the matter, recommendation or representation so referred or made.

4.6. Members may, on giving notice in writing to the chairperson and the HMC, nominate a substitute to attend the Advisory Group meetings: Provided that, no person may act as a substitute (whether on behalf of the same member or a different member) more than once in any three year period without the prior approval of the HMC.

4.7. In the absence of the Chairperson at any meeting, the Chair shall be taken by a member of the Advisory Group selected in advance by the Chairperson or, failing that, elected by a majority of those present.

4.8. The HMC will find a venue and provide secretarial support for the Advisory Group meetings.

4.9. The Southwold Harbour Master (or authorised deputy) may attend Advisory Group meetings to observe and advise but will have no voting rights.

5. Quorum

5.1. A minimum number of 5 members are required in attendance at a meeting of the Advisory Group for it to be quorate.

6. Voting

6.1. Each member attending any meeting, shall have one vote. Decisions will be by simple majority. In the event of a hung vote, the Chairperson, or person presiding, shall have the casting vote.



SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 23 September 2021

Subject	Southwold Harbour Annual Report and Accounts
Supporting Officer	<p>Kerry Blair Head of Operations Kerry.blair@eastsuffolk.gov.uk 01502 523007</p> <p>Brian Mew Chief Finance Officer Brian.mew@eastsuffolk.gov.uk</p>

Is the report Open or Exempt?	OPEN
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Wards Affected:	Southwold
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Purpose and high-level overview

Purpose of Report:

To be updated on, and discuss the content of, the Southwold Harbour Annual Report.

Recommendation:

That the Harbour Management Committee (HMC):

- Note the contents of the Southwold Harbour Annual Report.

Impact Assessment

Governance:

The reasons for the establishment of the HMC and Advisory Group have been agreed in previous reports to the Southwold Harbour Lands Joint Committee.

Environmental:

The HMC must act in the best interests of the Port, which includes ensuring its long term sustainability and success. Environmental factors will be taken into account in the decisions which the HMC will make.

Equalities and Diversity:

No adverse impacts have been identified.

Financial:

Details of the Harbour accounts are included within the report.

Legal:

No impact.

Risk:

There are no particular risks identified.

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	Each year a Southwold Harbour Annual Report is produced, giving an update on the years activities.
1.2	The report includes details on the Harbour accounts.
2 Current position	
2.1	The report for 2019/20 is now complete.
3 How to address current situation	
3.1	The content of the Southwold Harbour Annual Report will be discussed at the HMC meeting.
4 Reason/s for recommendation	
4.1	The HMC are asked to read the Southwold Harbour Annual Report. Questions in relation to the content will be answered at the meeting.

Appendices

Appendices:	
Appendix A	Southwold Harbour Annual Report and Accounts
Background reference papers:	
None.	

Southwold Harbour

Annual Report and Accounts | 31 March 2021



Contents

1. Introduction from the Chief Executive
2. Activity Report – Update
3. Supporting Legislation
4. Report on Statutory Harbour Undertakings: HMC update
5. Officers Report
6. Profit and Loss Account
7. Balance Sheet
8. Notes to the Accounts
9. Auditor’s Opinion

1. Introduction

Stephen Baker is the Chief Executive of East Suffolk Council.

“Due to the Coronavirus pandemic, Southwold Harbour has had to adapt to a number of local and national controls and this has changed considerably the volume and nature of its activity. Naturally visitor numbers at the Harbour have decreased this year, and the caravan site has been closed for periods of time due to nationally imposed restrictions.

Despite it being a challenging year, the staff on site have continued to do a great job. Thanks to the Harbourmaster and Deputy Harbourmaster, the Harbour Office has remained open every day during the pandemic. They have shown great resourcefulness to be able to carry on running the Harbour despite restrictions.

Seeing that the caravan site operated in a way that was safe for the public when restrictions eased to allow its reopening, whilst adhering to national guidelines, proved to be challenging, but the management team was able to ensure that this happened. Staff put in place additional temporary toilet and shower facilities to assist with social distancing and made all visitor experiences as safe as possible.

Southwold Harbour is a special place and we are fortunate to have it within our district, but we know that it is a location that comes with

considerable responsibility and that we need to understand the forces at work in the river, the estuary and at sea, and to be ready to make the changes and investments needed to maintain this wonderful natural resource for Harbour users and visitors for years to come.

In terms of the long-term governance arrangements of the Harbour, it has been agreed that the correct structure to manage the Harbour is a Harbour Management Committee. Like similar harbours across the country, it is a way to ensure that local voices have a seat around the table when decisions are made affecting the Harbour.

“In last year’s report we were able to share that consultation had taken place on the make-up of the Committee and of a stakeholder group. In March 2021 Cabinet was given delegated authority to run the recruitment process to establish the Harbour Management Committee. We are pleased to confirm that this will be in operation by the summer of 2021”. Stephen Baker



This report covers the period to March 2021.

2. Activity Report – Update

Southwold Harbour is sited within The Southwold Harbour Lands, as prescribed and delineated by the 1933 Harbour Order.

As Harbour Authority and ‘Corporation’ for the purpose of the 1933 Harbour Order, East Suffolk Council lets a number of holdings within Southwold Harbour Lands, to various parties.

Revenue from Southwold Harbour is retained for use in its operation, in accordance with and as outlined in sec 39 of the 1933 Harbour Order.

Southwold Harbour is managed by a Harbour Master and Deputy Harbour Master.

Southwold Harbour attracts a large number of pedestrian visitors as well as pleasure and business vessels, who use its facilities. The port is home to a number of artisanal fishermen; visiting wind farm vessels are increasing, due to developing projects for renewable energy in the area.

The Harbour is fully compliant with the Trinity House requirements, confirmed at their annual inspection or navigation marks. It is also pleasing to report there have been no injuries reported at the Harbour during the past year.

There were 386 overnight stays at Southwold Harbour in 2020/21, which is a significant reduction on last year due to lockdown

restrictions that were imposed upon the UK and across the world. The Harbourmaster and Deputy Harbourmaster still dealt with 3319 radio calls during the year and saw two visits from the Royal Navy and several Border Force vessels. Commercial vessel movements increased, with fishing fleet using more fuel in lock down periods than pre pandemic times.

We have had further success with the police and Border Force, in helping prosecutions, with CCTV being used in conjunction with the Police automatic number plate camera.

When restrictions have been lifted over the past year, the Caravan and Camping Site has been virtually full, with just single night spaces available here and there.

Bookings for 2022 are already stronger than in previous years, with the main school holidays already 75% booked.

Essential work to repair a fender at the entrance to Southwold Harbour will commence in the Summer of 2021. Repair work will involve removing and replacing steel piles, timber parts and the navigation light mast and gantry.

The regular cyclical maintenance routine observed by harbour staff and East Suffolk Council has also continued.



3. Supporting Legislation

Relevant legislation:

- Pier and Harbour Orders (Elgin and Lossiemouth and Southwold) Confirmation Act 1933;
- The Harbours Act 1964;
- The Transport Act 1981;
- The Harbour, Docks and Piers Clauses Act 1847;
- The Statutory Harbour Undertakings (Accounts etc.) Regulations 1983; and
- Local Government Act 1972.



4. Report on Statutory Harbour Undertakings

East Suffolk Council is the statutory harbour authority for Southwold Harbour and 'The Corporation' for the purpose of the Pier and Harbour Orders (Elgin and Lossiemouth and Southwold) Confirmation Act 1933 (Hereafter referred to as the 1933 Harbour Order). Harbour legislation requires the Council to prepare an annual statement of accounts relating to harbour activities and any associated activities for each harbour for which it is the statutory harbour authority. This report contains a summary of activities during the year and the financial statements for the year ended 31 March 2021 for Southwold Harbour.

Principal activities:

The principal activities during this year continue to be the provision and maintenance of anchorage, moorings, pontoons and associated harbour facilities as well as the management of leases for harbour land and buildings.

Harbour Management Committee Update

At a meeting of the Joint Committee held in March 2019, it was agreed that a new strategic body called the Harbour Management Committee would oversee harbour operation, bringing expertise and experience to the management of the port. Later the same month a simultaneous meeting of Waveney District Council Cabinet and Southwold Town Council endorsed these recommendations.

In July 2019, the Joint Committee met to consider the advice and draft constitution for the Harbour Management Committee, provided by Ashfords LLP and in February 2020 a further meeting was held at which a representative from Ashfords LLP attended to answer questions about the proposals for the creation of the HMC.

In March 2021, a final simultaneous meeting of the East Suffolk Council Cabinet and Southwold Town Council was held to hear the outcomes of the consultation and approved the Terms of Reference for the Advisory Group. It also resolved:

- That the establishment of a Harbour Management Committee for Southwold Harbour Lands be confirmed
- That on establishment and first meeting of the Harbour Management Committee for the Southwold Harbour Lands, the dissolution of the Southwold Harbour Lands Joint Committee be confirmed
- That delegated authority be given to the Strategic Director to run the recruitment process and in consultation with the Head of Legal and Democratic Services, establish the Harbour Management Committee

During March 2021, the process to appoint members to the HMC commenced, with the aim of the first meeting of the HMC taking place in the Summer of 2021.

It was agreed at that Joint Committee meeting that a further consultation be carried out about the skills audit for the initial appointed members of the proposed HMC and the draft Terms of Reference for the Advisory Group.

5. Officers' Report

Section 42 of the Harbours Act 1964, as amended by paragraph 10 of Schedule 6 to the Transport Act 1981, specifies requirements as to accounts and reports relating to the activities of statutory harbour undertakings. It is the duty of every statutory harbour undertaker to prepare an annual statement of accounts relating to the harbour activities and to any associated activities carried out. This requirement cannot be satisfied by the preparation of a statement of accounts which relates to other activities in addition to harbour activities.

The accounts prepared under the Harbours Act 1964 shall be prepared in accordance with the requirements of the Companies Act 2006 as to the form and content of the accounts and reports, and shall be subject to an assurance review. It shall be the duty of any person by whom a statement of accounts is prepared to send to the Secretary of State for Transport a copy of the statement, together with a copy of the assurance reviewer's report on it.

In the case of the harbour undertakings carried out by East Suffolk Council, all of the harbour undertakings are part of the Council's service provision to residents, and in accordance with their duties as the Corporation as outlined in the 1933 Harbour Order. On that basis, these accounts have been prepared for Southwold Harbour activities in a style which is consistent with the reporting requirements of the Companies Act 2006.

However, the legislation does not prescribe the form of assurance review to be undertaken, and neither does the Local Audit and Accountability Act 2014 (or the previously extant legislation, the Audit Commission Act 1998) which specifies the audit requirement for public

bodies. Clarification was issued by the Audit Commission that, as the Council's harbour accounts are below the threshold for the Companies Act, they are reviewed by the assurance reviewer on the basis of Agreed Upon Procedures. In this case, the Council's external auditor is required to confirm that the harbour accounts have been prepared on a reasonable basis, by confirming that the transactions recorded in the annual statement of accounts relating to harbour activities agree to the underlying records upon which they have been prepared and are consistent with the transactions recorded in the local authority financial statements for the same reporting period. They will also confirm that the accounts cast correctly.

It is considered that Southwold Harbour activities as presented here in abbreviated form are consistent with the reporting requirements of the Companies Act 2006. We have acknowledged our responsibilities for ensuring that accounting records are kept which comply with Companies Act 2006, and for preparing accounts which give a true and fair view of the state of affairs of Southwold Harbour and of the profit or loss for the financial year. Accordingly, we have prepared abbreviated financial statements which comprise the Profit and Loss Account, the Balance Sheet and the related notes to the accounts from the accounting records of the Council's Southwold Harbour activities and on the basis of information and explanations that have been provided by operational staff and officers engaged in port and harbours activities. The financial statements are basically a memorandum account of the financial information held in East Suffolk Council's records, and summarise the transactions for the 2020/21 financial year and the financial position at the year-end of 31 March 2021. The authority is required to prepare the accounts in accordance with

proper accounting practices. The accounting convention adopted is principally historical cost, modified by the revaluation of certain categories of non-current assets.



6. Profit and Loss Account

This statement provides information on how the harbour authority has performed throughout the year and as a result, whether or not their operations have resulted in a surplus or a deficit.

	2020/21 £'000	2019/20 £'000	2018/19 £'000	2017/18 £'000	2016/17 £'000	2015/16 £'000
Turnover:						
- Sale of fuel / electricity	(29)	(34)	(33)	(31)	(21)	(5)
- Harbour dues and mooring	(26)	(42)	(40)	(43)	(38)	(46)
- Lease income	(42)	(42)	(42)	(42)	(42)	(42)
- Property and stage rent	(126)	(130)	(133)	(125)	(129)	(117)
- Car parking income	(31)	(58)	(64)	(51)	(46)	(39)
- Contribution from Campsite to capital investment	0	(47)	(136)	(179)	(107)	(176)
- Other income	(88)	(44)	(66)	(235)	(268)	(143)
Total income	(342)	(397)	(513)	(706)	(651)	(568)
Operating Expenses:						
- Employees	87	99	93	92	72	69
- Premises	21	33	23	29	63	58
- Transport	0	0	0	0	9	0
- Supplies and services	61	77	60	46	16	20
	169	209	176	167	160	147
Other expenses						
- Support services	4	4	38	38	35	28
- Deficit from Campsite	176	0	0	0	0	0
- Depreciation	146	142	142	146	148	149
- Repayment of capital investment	0	34	71	253	242	199
- Loss on disposal of non current assets	0	0	(2)	7	0	(210)
- Use of reserve for maintenance works	0	0	0	0	(55)	0
	326	179	249	444	370	166
Total expenditure	495	388	425	611	530	313
(Profit) or loss for the year	153	(8)	(88)	(95)	(121)	(255)

The impact of the Covid-19 pandemic meant that, for the first time in over 10 years, the Campsite did not make a surplus, recording a deficit of around £176,000. Although staffing and some running costs were lower, these were more than offset by the reduction in income that was inevitable in the circumstances. This situation meant that there was no contribution enabling repayment of capital investment to be made. was made. The overall loss for the year is reflected in an increase in the Long Term Creditor figure in the Balance Sheet.

7. Balance Sheet

This statement provides a snapshot of the financial position as at 31 March 2021, showing what the harbour authority owns and owes.

	2020/21 £'000	2019/20 £'000	2018/19 £'000	2017/18 £'000	2016/17 £'000	2015/16 £'000
Non current assets:						
- Property, plant and equipment	5,373	5,114	5,256	5,402	5,546	5,651
Total non current assets	5,373	5,114	5,256	5,402	5,546	5,651
Current assets:						
- Cash	1	1	1	1	2	0
Total current assets	1	1	1	1	2	0
Current Liabilities:						
- Creditors	(20)	(20)	(20)	(1)	0	0
Total current liabilities	(20)	(20)	(20)	(1)	0	0
Long term liabilities:						
- Long term creditors	(1,209)	(797)	(947)	(1,181)	(1,422)	(1,646)
Total long term creditors	(1,209)	(797)	(947)	(1,181)	(1,422)	(1,646)
Net Assets	4,145	4,298	4,290	4,221	4,126	4,005
Capital and reserves	(4,145)	(4,298)	(4,290)	(4,221)	(4,126)	(4,005)
Total Reserves	(4,145)	(4,298)	(4,290)	(4,221)	(4,126)	(4,005)

8. Notes to the Accounts – Accounting Policies

a. General principles

The Statement of Accounts summarises the Harbour Authority's transactions for the 2020/21 financial year and its position at the year-end of 31 March 2021. The Harbour Authority is required to prepare an annual Statement of Accounts to meet the requirements of the Harbours Act 1964 (Section 42) and in accordance with the requirements of the Companies Act 2006. The figures disclosed in this Statement of Accounts may vary from those disclosed in the District Council's statement of accounts due to the differences in accounting requirements.

b. Accruals of income and expenditure

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

- Revenue from the sale of goods is recognised when the Harbour Authority transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Harbour Authority.
- Revenue from the provision of services is recognised when the Harbour Authority can measure reliably the percentage of

completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Harbour Authority.

- Supplies are recorded as expenditure when they are consumed - where there is a gap between the date supplies are received and their consumption; they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.
- Where payments have been received in advance of obligations being performed, they have been recognised as a liability on the Balance Sheet.
- Works are charged as expenditure when they are completed, before which they are carried as works in progress with inventories on the Balance Sheet.

c. Leases

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases.

Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification.

Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.

The Harbour Authority as Lessor

Operating leases

Where the Harbour Authority grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Profit and Loss Account. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

d. Overheads and support services

The costs of overheads and support services are charged to those that benefit from the supply or service.

e. Property, plant and equipment

Assets that have physical substance and are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes and that are expected to be used during more than one financial year are classified as property, plant and equipment.

Recognition

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance), and expenditure below a de-minimis level of £10,000, is charged as an expense when it is incurred.

Measurement

Assets are initially measured at cost, comprising:

- the purchase price;
- any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management; and
- the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located.

Assets are then carried in the Balance Sheet using the following measurement bases:

- infrastructure - depreciated historical cost;
- all other assets – current value, determined as the amount that would be paid for the asset in its existing use (existing use value - EUV).

Assets included in the Balance Sheet are revalued at least every five years, and this rolling revaluation was carried out in 2020/21.

Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to Other Expenses where they arise from the reversal of a revaluation or impairment loss previously charged to a service.

Where decreases in value are identified, the revaluation loss is accounted for as follows:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains).
- where there is no or insufficient balance in the Revaluation Reserve, the carrying amount of the asset is written down against Other Expenses in the Profit and Loss Account for the amount not covered by any Revaluation Reserve balance for that asset.

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. Gains arising before that date have been consolidated into the Capital Adjustment Account.

Impairment

Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired. Where indications exist and any possible differences are estimated to be material, the recoverable amount of the asset is estimated and, where this is less than the carrying amount of the asset, an impairment loss is recognised for the shortfall.

Where impairment losses are identified they are accounted for as follows:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains).
- where there is no or insufficient balance in the Revaluation Reserve, the carrying amount of the asset is written down against Other Expenses in the Profit and Loss Account for the amount not covered by any Revaluation Reserve balance for that asset.

Where an impairment loss is reversed subsequently, the reversal is credited to Other Expenses in the Profit and Loss Account, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

Depreciation

Depreciation is provided for on all property, plant and equipment assets by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life (i.e. freehold land) and assets that are not yet available for use (i.e. assets under construction).

Depreciation is calculated on the following bases:

- other buildings - straight-line allocation over the useful life of the property as estimated by the valuer;

- vehicles, plant, furniture and equipment - straight line allocation over the useful life of the asset, as advised by a suitably qualified officer; or
- infrastructure - straight-line allocation over 40 to 60 years.

Where an item of property, plant and equipment asset has major components whose cost is significant in relation to the total cost of the item, and whose life is materially different to that of the main asset, the components are depreciated separately. This will generally apply where the cost of the potential component exceeds 25% of the total cost of the asset, and where the life of that component is less than 50% of the expected life of the main asset. Below those de minimis levels, it is unlikely that a failure to account separately for components would have a material impact on depreciation charges, using the Harbour Authority's capital expenditure de minimis level of £10,000 as a guide for material impact.

Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been chargeable based on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

Disposals and non-current assets held for sale

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether property, plant and equipment or assets held for sale) is written off to Other Expenses in the Profit and Loss Account as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Profit and Loss Account also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of

disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts.

f. VAT

VAT payable is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs. VAT receivable is excluded from income.

Property, plant and equipment

	Land £'000	Buildings £'000	VPE* £'000	Infrastructure £'000	Total £'000
Cost:					
As at 1st April 2020	930	434	0	5,488	6,852
Additions	0	0	0	0	0
Revaluations	226	76	0	0	302
Derecognition	0	0	0	0	0
As at 31st March 2021	1,156	510	0	5,488	7,154
Depreciation and impairment:					
As at 1st April 2020	0	90	0	1,648	1,738
Charge for the year	0	22	0	124	146
Revaluation	0	-103	0	0	-103
Derecognition	0	0	0	0	0
As at 31st March 2021	0	9	0	1,772	1,781
Net book value as at 31st March 2021	1,156	501	0	3,716	5,373
Net book value as at 31st March 2020	930	344	0	3,840	5,114
* VPE means vehicles, plant and equipment					

Long Term Creditors

The long-term creditor disclosed within the balance sheet relates to the outstanding sum due to East Suffolk Council for the capital investment into the harbour which has been paid for by the taxpayers of East Suffolk Council as the Harbour itself did not have the funds available to undertake the works required.

9. Auditors Opinion

The audit of East Suffolk Council's Statement of Accounts for 2020/21 is yet to commence, but when issued, please refer to the audit opinion issued to East Suffolk Council which will be included by East Suffolk Council in their 2020/21 Statement of Accounts.

Southwold Harbour Management Committee

Work Programme

Induction Session	<ul style="list-style-type: none"> • Lunch • Training Session • Code of conduct • ESC Overview • Harbour Tour
8 July 2021	<ul style="list-style-type: none"> • Election of Chair and Deputy Chair • Co-opted Members Allowances • Calendar of Meetings • Advisory Group – approve public notices • Harbour Undertaking and assets included
23 September 2021	<ul style="list-style-type: none"> • Establishment of the Advisory Group • Annual Report and Accounts • EXEMPT: Southwold Harbour Investment Plan – Update • Work Programme
11 November 2021	<ul style="list-style-type: none"> • Review of Caravan Site Development Report • Asset List • Rent Review • Operation of the Harbour • Health and Safety • Work Programme
27 January 2022	<ul style="list-style-type: none"> • Harbour Revision Order – with support from Lara Moore • Business Plan • Work Programme
March 2022	<ul style="list-style-type: none"> •
May 2022	<ul style="list-style-type: none"> •
July 2022	<ul style="list-style-type: none"> •