

<b>Meeting Title</b>	<b>Brixham Harbour Liaison Forum</b>
<b>Venue</b>	Brixham Harbour Office
<b>Date</b>	24 <sup>th</sup> November 2010 at 10.30

<b>Present</b>	Capt P Labistour (PL)	Miss H Meekin (HM)	Miss A Blackburn (AB)
	Capt K Mowat (KM)	Mr B Curtis (BC)	Mr K Bower (KB)
	Mr D Bartlett (DB)	Mr D Ham (DH)	Mr N Wright (NW)

<b>Agenda Items</b>	<ol style="list-style-type: none"> <li>1. Apologies for absence</li> <li>2. Minutes of the last meeting</li> <li>3. Matters Arising             <ol style="list-style-type: none"> <li>a) Oxen Cove Slipway</li> <li>b) Breakwater Repairs</li> <li>c) Electricity Recharge</li> <li>d) Passenger Boat Pontoons - infrastructure</li> <li>e) Insurance</li> <li>f) Northern Arm Breakwater</li> </ol> </li> <li>4. Brixham Regeneration             <ol style="list-style-type: none"> <li>a) Public Realm</li> <li>b) Deck strengthening</li> </ol> </li> <li>5. Site Security</li> <li>6. Building Management System (BMS)</li> <li>7. Port Marine Safety Code - Audit</li> <li>8. Harbour Budget &amp; Charges 2011/12</li> <li>9. Harbour Committee – upcoming agenda</li> </ol>
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<b>1.</b>	<b>Apologies for Absence</b>	
	David Saunders, Christine Carter, Shaw Smith, Martyn Hodge, Robbie Richardson, Robert Horne, Mike Morey, Richard Withey, Alan Haynes.	

<b>2.</b>	<b>Previous Minutes</b>	<b>Action</b>
	It was agreed that the minutes of the 8 <sup>th</sup> September 2010 meeting were a true and accurate record of that meeting.	

<b>3.</b>	<b>Matters Arising</b>	<b>Action</b>
(a)	<b><u>Oxen Cove Slipway</u></b> PL reported that all works on Oxen Cove slipway have now been completed.	
(b)	<b><u>Breakwater Repairs</u></b> PL stated that a survey will commence next week on the breakwater, to determine how it is constructed and to help identify any possible weak points. There will be some 18 core samples taken with some going down to the bedrock. A breach scenario will also be examined. At the end of the process a report will be available which can be shared with the Environmental Agency, who are funding the work. Hopefully the structure will be accepted by the EA as a flood defence and funding for further work will be forthcoming.	

3.	Matters Arising	Action
(c)	<p><b><u>Electricity Recharges</u></b></p> <p>PL stated that the Harbour Authority had, for some time, wanted to recharge fishing boats for their consumption of water and electricity. This was an ongoing problem. There will be a survey undertaken over the next few weeks by the Council's Energy Manager, who will identify and confirm where all the utility meters are within the new development. PL also mentioned the installation of a Building Management System (BMS) for the new development, which will help with some recharging issues.</p> <p>KM reported that at the moment the Harbour Authority does not have the means to recharge the MFVs for their use of the electricity and that this is one of the reasons why the energy costs are so high. In the future the plan is to install a smart meter system that is tamper proof and will facilitate recharging to the appropriate user. PL indicated that this investment might be expensive but currently the port's power bill exceeded £50,000 a year.</p> <p>HM asked whether we could introduce a base rate charge for electric to go on top of the annual harbour charges. PL responded that we could look into this but a meter system would be a fairer way to ensure that the user pays.</p>	
(d)	<p><b><u>Passenger boat Pontoons/Infrastructures</u></b></p> <p>PL reported that Helen Meekock has done a lot of background work on this and although the immediate funding opportunity had been lost the improvements are still necessary.</p> <p>KM stated that we need to identify the best location for new passenger boat pontoons and everyone should get involved.</p>	
(e)	<p><b><u>Insurance</u></b></p> <p>PL reported that he had taken professional advice on the matter of not sighting insurance at the beginning of the year, but it was thought that the practicalities for this would not be feasible, and it is better to continue with the procedure that we already have in place, i.e. the customer to sign the facility form agreement declaring that they have the necessary insurance. KM indicated that he considered that the risk exposure was minimal as it had not been a problem in the past.</p>	
(f)	<p><b><u>Northern Arm Breakwater</u></b></p> <p>PL reported that the RDA were still funding the feasibility work for this project. They have approved another consultant to bring the earlier Hyder work up to date, including further wave modelling and breakwater design. A local stakeholder group has been formed to validate the wave model and challenge the design concepts. If anyone would like to be involved in this then they should speak to either himself or KM.</p>	
4.	<p><b><u>Regeneration</u></b></p>	
	<p>PL stated that there are still a couple of parts of the project that have yet to be completed. The first of these is the Public Realm, which will be started at the end of the month. After several meetings it was agreed to carry out the necessary works over a 3 month period, phasing the process to cause as little disruption as possible to the fishing industry. The Public Realm should be completed in April next year.</p> <p>The second piece of unfinished work is the strengthening of the deck in way of the cuttlefish loading bay. This work will include the fitting of reinforced steel and spraying concrete to the under side of the slab.</p>	

5.	<b>Site Security</b>	
	<p>PL stated that full site security could not be established until all the works were completed in the spring of next year. At that time keys and access fobs will be allocated to those that need them. If you do not have a key or fob you will be required to check in with the security team at the front gate. There will be a buzzer system when the main gate is not manned, which will allow people to gain access.</p> <p>As for the CCTV, we are waiting for BT to finish their works for it to be installed. PL and DB are looking into the best areas for the cameras to go, but the final numbers will very much depend on the budget.</p>	
6.	<b>Building Management System (BMS)</b>	<b>Action</b>
	<p>PL told the Forum that the new development now had a BMS. A Building Management System (BMS) is a computer-based control system installed in buildings that controls and monitors the building's mechanical and electrical equipment such as ventilation, lighting, power systems, fire systems, and security systems. Harbour staff will be trained on the new BMS and it is expected to improve efficiency.</p>	
7	<b>Port Marine Safety Code – Audit</b>	<b>Action</b>
	<p>PL reported that the annual external audit had been completed and the findings would be reported to the Harbour Committee on the 6<sup>th</sup> December. He continued by stating that the overall report had been positive with accidents and incidents down on last year.</p>	
8	<b>Harbour Budget and Charges 2011/12</b>	<b>Action</b>
	<p>KM reminded the Forum that the Harbour Committee had an appointed Budget Working Party, which had met to assist with the budget setting recommendations. KM reported that following severe pressure on the budget this year he has had to make savings. Areas of spending being cut included training, equipment, energy, etc. The Working Party would recommend that there should be no plan to close the gap in harbour dues between Brixham/Paignton and Torquay in 2011/12. The overall proposed average increase would be 2.5%. VAT will be going up to 20% in January 2011. This had been presented to User meetings at Torquay and Paignton, Brixham had responded by email. The Torquay user group wanted no increase but the outcome from Brixham and Paignton was that 2.5% was acceptable. The bottom line forecast for 2011/12, with a 2.5% increase, was that the Paignton/Torquay account would break even whereas Brixham would make a loss. This latter position should be improved in 2012/13. The Forum was generally supportive of the 2.5% recommendation.</p>	
9	<b>Harbour Committee Agenda</b>	<b>Action</b>
	<p>PL informed the Forum of the items on the agenda for the Harbour Committee meeting on 6<sup>th</sup> December at 5.30pm at the Berry Head Hotel. All are welcome to come along.</p>	

**Next Meeting**

2 <sup>nd</sup> March 2011	10.30am
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**Venue**

Brixham Harbour Office	
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**Future Meetings**

1 <sup>st</sup> June 2011	10.30am
31 <sup>st</sup> August 2011	10.30am
23 <sup>rd</sup> November 2011	10.30am

**Dates of Harbour  
Committee Meetings**

6 <sup>th</sup> December 2010	5.30pm (Brixham)
14 <sup>th</sup> March 2011	5.30pm (Paignton)
13 <sup>th</sup> June 2011	5.30pm (Torquay)
12 <sup>th</sup> September 2011	5.30pm (Brixham)
5 <sup>th</sup> December 2011	5.30pm (Paignton)