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Date: Tuesday, 09 December 2014

Governance Support
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Dear Member

HARBOUR COMMITTEE - MONDAY, 15 DECEMBER 2014

I am now able to enclose, for consideration at the Monday, 15 December 2014 meeting of the Harbour Committee, the following reports that were unavailable when the agenda was printed.

Agenda No	Item	Page
8.	Torquay/Paignton and Brixham Harbour Liaison Forums	(Pages 98 - 106)
10.	Old Fish Market - Brixham Harbour	(Pages 107 - 113)
11.	Performance of the Tor Bay Harbour Authority Business Unit (SPAR.Net)	(Pages 114 - 120)

Yours sincerely

Kay Heywood
Clerk

Agenda Item 8



Meeting Title

Torquay & Paignton Harbour Liaison Forum

Venue

Torquay Harbour Office

Date

1st December 2014 at 10:30

Present

Capt K Mowat (KM) Mr S Pinder (SP) Mr T Ekers (TE) Mr M Stewart (MS) Mr K Lane (KL)	Mr J Bond (JB) Mr M Ellis (ME) Cllr N Amil (NA) Mr C Baker (CB) Mrs K Lane	Cllr J Faulkner (JF) Ms C Rugg (CR) Mr D Buckpitt (DB) Mr M Smith (MSm) Cllr R Stringer (RS)
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1. Apologies
2. Minutes of Last Meeting – 2nd September 2014
3. Matters arising from the Last Meeting
 - a) Paignton Harbour Development Proposal – Agenda Item
 - b) Storm Damage - update
 - c) Waiting List Joining Fee – letter to customers
 - d) Paignton Harbour Event 2015 - update
 - e) Torquay Harbour Entrance Buoys – update
 - f) Tor Bay Harbour Marine Environmental Policy Statement - approved
 - g) Review of Tor Bay Harbour Pilotage Directions – update
 - h) Tor Bay Harbour Authority Business Risk Register – approved
 - i) Extension of Harbour Estate at Princess Pier – delegated decision
 - j) Local Sustainable Transport Fund (LSTF) Cycle Routes - update
4. Capital Works
 - a) Haldon Pier – update
 - b) Princess Pier - update
5. Harbour Budget & Harbour Charges 2015/16
6. New Harbour Management System
7. Brixham Express (New Ferry Link)
8. Maritime Events 2015
9. Port Marine Safety Code Audit
10. Paignton Harbour Development Proposal
11. Harbour Committee
 - a) Upcoming Agenda
12. Date of Next Meeting 10th March 2015 10.30 am

1.	Apologies for Absence	Action
	Apologies were received from Marshall Ritchie & Helen Meacock	
2.	Minutes of the last meeting	Action
	It was agreed that the minutes of the last meeting on the 2 nd September 2014, were a true and accurate record of that meeting.	
3.	Matters Arising from Last Meeting	Action
a)	Paignton Harbour Development Proposal – Agenda Item KM advised that all tenants from the Harbour Light restaurant building and other stakeholders from Paignton harbour and the Town Centre would be invited to a meeting on 15 th December at Paignton Sailing Club, at 1000, to discuss options for development at the harbour. It would be a chance to share views and ideas so that the Harbour Asset Review Working Party can consider them.	All to note
b)	Storm Damage - update KM advised the Forum that £40,000 had been spent at Paignton harbour on the East Quay following storm damage and this work was now complete. In Torquay harbour, the works on Princess Pier were underway. This work is being funded by the Government and should be finished by the end of December. It was discussed that the old Western Lady jetty was starting to fall apart and it was agreed that signage should be put in place to advise the public.	KM
c)	Waiting List Joining Fee – Letter to customers KM reported that letters had been sent out to all customers on the waiting list advising them of the change in policy. Consequently about 15 names have now been removed from both the Inner Harbour and Town Dock waiting lists and deposits refunded. The Town Dock list is still closed and the Inner Harbour list is continuing to grow. Waiting lists at Paignton are few.	
d)	Paignton Harbour Event 2015 - update SP advised that some local businesses are interested in sponsoring the event to include a marquee etc. When the budget is known for the next financial year then the event can be finalised. It will be held during the same week as Paignton Regatta on 15 th August 2015.	
e)	Torquay Harbour Entrance Buoys – update KM advised the Forum that this matter was discussed at the Torquay Harbour Users Group meeting and a few suggestions were made. KM advised that he would be looking at the suggestions between now and March. KM asked if anyone has any ideas to submit them to him as a drawing. KL asked if the buoy would be kept in line of sight from the Harbour office as he thought this would be a good idea. KM said that he might consider an option to have the fairway drawn on the Admiralty chart.	KM
f)	Tor Bay Harbour Marine Environmental Policy Statement - approved KM advised that this revised Policy Statement had been approved at the last Harbour Committee meeting.	
g)	Review of Tor Bay Harbour Pilotage Directions – update KM advised that the revised Pilotage Directions had been approved for formal consultation at the last Harbour Committee meeting. The consultation had not started.	KM

3.	Matters Arising from Last Meeting - continued	Action
h)	<p>Tor Bay Harbour Authority Business Risk Register – approved KM advised that the Risk Register had been approved at the last Harbour Committee meeting.</p>	All to note
i)	<p>Extension of Harbour Estate at Princess Pier – delegated decision The area at the entrance to Princess Pier would now form part of the Harbour Estate and will be managed by Harbour Bye Laws.</p>	
j)	<p>Local Sustainable Transport Fund (LSTF) Cycle Routes – update The Harbour Committee had supported the Cycle route along South Pier and across the harbour bridge as being permissive and subject to cyclists having to dismount. Blue signs had been put in place. CB commented that he felt these signs were too high. KM advised that the cycle route through Paignton harbour estate had not been supported due to the dangerous actions of some cyclists.</p>	

4.	Capital Works	Action
a)	<p>Haldon Pier – update KM advised that further work was required but only a small repair budget remained. A recent press release had highlighted the need for another £4.6m to complete the necessary works to both Piers. The Harbour Committee had made a firm recommendation to the Council regarding this matter.</p>	
b)	<p>Princess Pier – update KM advised that work is currently being carried out to repair storm damage sustained on Princess Pier. He further advised that future bids would be made to various sources in order to secure more funding for the remaining work to be carried out. KM also said that some of the wooden decking needed urgent attention.</p>	

5.	Harbour Budget & Harbour Charges 2015/16	Action
	<p>KM informed the Forum that he had met with the Paignton Harbour Users Group and the Torquay Harbour Users Group. He had suggested a 2.5% increase in charges in line with inflation. Some feedback from users suggested the use of the CPI figure rather than RPI as a measure of inflation. At the Budget Review Working Party meeting, it was decided that the April CPI figure would be used and this was rounded up to nearest half % so the recommended increase would now be 2%.</p> <p>KM highlighted some of the changes that are to be proposed :-</p> <ul style="list-style-type: none"> • Changes to the definition of a Fishing Vessel. Currently fishermen are expected to land more than £5,000 in value of catch to receive a rate of harbour dues much lower than other craft. This is currently not happening with all fishermen so the proposed change is to increase the figure to £10,000. CB said he understood why this change was being proposed. • The phased increase in charges for existing Inner Harbour customers will cease. • The Beach Patrol service will not operate next season due to budget saving measures. This will now be a response service with the boat berthed on a 'versa dock' and operated by existing harbour staff. KL asked if KM is planning to employ more seasonal staff. KM advised that he might consider employing one more at Torquay. KM advised that this change might result in more 'PANPAN' and 'Mayday' calls being a focus for Passenger Boats. 	

6.	New Harbour Management System	Action
	<p>KM advised that the harbour invoicing system would in future be using Torbay Council's in-house financial system. This new system will give the option to pay invoices by instalments, online or by direct debit. KM advised there would be a 2.5% charge for the instalment option. There will also be a proposed £2.50 charge if paying by credit card.</p>	
7.	Brixham Express (New Ferry Link)	Action
	<p>The new Brixham Express ferry service was launched on Sunday 23rd November. Currently the service is using the 'Pride of Exmouth' until the new vessel arrives. KM advised that the ferry picks up on the hour at Brixham and on the half hour at Torquay. A new travel card scheme will be available linked with Stagecoach and a new bus service now picks up from South Pier running to the Willows via Torbay Hospital.</p> <p>TE asked what would happen when a Cruise Ship calls in the Bay. KM confirmed that the ferry service would be relocated on those days. KM will discuss this issue at the next Port Security Meeting. TE also asked about mooring bollards on the passenger pontoons. KM advised that he is waiting for the pontoon to be formally handed over so that he can take the necessary action. KL asked about additional fendering. KM advised that he would put more fendering on both pontoons but the problem was funding. KL confirmed that he could provide some rubber fendering to be put on the corners of the pontoons.</p>	KM & KL
8.	Maritime Events 2015	Action
	<p>KM asked the Forum to make sure that all events for 2015 are notified to the harbour authority. The list will be available on the website within the next few weeks. KM advised everyone that Torquay harbour had been successful in securing La Solitaire De Figaro Race in June 2015. SP confirmed that the busiest events day so far was 22nd August 2015. However, there were no major clashes or events that had been denied. KM advised that an events list for 2016 has been created due to 8 potential cruise ship visits being identified already and this was available for the Royal Torbay Yacht Club to examine and note.</p>	RTYC
9.	Port Marine Safety Code Audit	Action
	<p>The Port Marine Safety Code independent audit was carried out in November. The Safety Management System was reviewed and the recommendations given have been put forward to the Harbour Committee. Standard Safe Operating Procedures are being created. A new Risk Assessment software system (MarNIS) is being used and a revised database of accidents & incidents has been created. The report will be available to the public by the end of this week.</p>	
10.	Paignton Harbour Development Proposal - update	Action
	<p>This item was covered in Matters Arising - item 3 (a)</p>	
11.	Harbour Committee – Upcoming Agenda	Action
	<p>KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 15th December 2014 at the Torquay Town Hall at 5.30pm.</p>	

Next Meeting
Venue
Future meetings

10 th March 2015	10.30 am
Torquay Harbour Office	
2 nd June 2015	10.30 am (provisional)

Dates of Harbour
Committee
Meetings

15 th December 2014	5.30 pm (Torquay)
23 rd March 2015	5.30 pm (Brixham)
22 nd June 2015	5.30 pm (Torquay) (provisional)

Meeting Title	Brixham Harbour Liaison Forum
Venue	Brixham Harbour Office
Date	4 th December 2014 10:30am

Present	Capt K Mowat (KM)	Cllr N Amil (NA)	Mr M Stewart(MS)
	Mr P Bartlett (PB)	Cllr V Ellery (VE)	Mr D Jones (DJ)
	Mrs A Blackburn(AB)	Mr M Hobbs(MH)	Mr J Wilson (JW)

Agenda Items	1. Apologies	
	2. Minutes of the last meeting – 11 th September 2014	
	3. Matters arising from the last meeting	
	a) Town Pontoon –water supply	
	b) Waiting List Joining Fee - letter to customers	
	c) Fish Branding - Fish Buyers licence fee increase	
	d) Saturday Arts & Crafts Market - update	
	4. Harbour Budget & Harbour Charges 2015/16	
	5. New Harbour Management System	
	6. Fire Alarm system	
	7. Brixham Express (New Ferry link)	
	8. Maritime Events 2015	
	9. Diesel / Oil sheens	
10. Port Marine Safety Code Audit		
11. Winter Storage 2014/15		
12. Passenger boat limits		
13. Harbour Committee		
a) Upcoming Agenda		
Date of the next meeting	12 th March 2015	10:30am

1.	Apologies for Absence	Action
	Apologies were received from Jerry Carter.	

2.	Minutes of the last meeting	Action
	It was agreed that the minutes of the last meeting on the 11 th September 2014, were a true and accurate record of that meeting.	

3.	Matters Arising	Action
a)	<p>Town Pontoon - water supply KM informed the Forum that he is awaiting the outcome of enquiries being made about the agreement that was reached between South West Water and Brixham Marina regarding the use of non-return valves. Consequently there is no immediate solution, however, KM agreed to provide a solution by the beginning of next season.</p>	KM
b)	<p>Waiting List Joining Fee – letter to customers KM reported that letters went out to all customers on the waiting list across the three Harbours informing them that the £25.00 paid would become a waiting list joining fee which is not refundable and will not be counted as a credit.</p>	
c)	<p>Fish Branding - Fish Buyers Licence fee increase KM informed the Forum that the suggested annual fee increase of £50 will be recommended to the Harbour Committee for application to all Fish Buyers/Sellers Licences from April 2015. This fee will enable them to use the fish branding logo for their business purposes. The recommendation will go before the Harbour Committee in December.</p>	
d)	<p>Saturday Arts & Crafts Market - update KM told the Forum that a report will be considered by the Harbour Committee and the Chamber of Commerce would be asked to pay an annual facility charge. The revised agreement would enable the Chamber to continue to use the space provided under the Old Fish Market for one day a week during the summer season. The three single traders would stay, however no further trading licences will be issued. It was suggested that a condition be put in place for their audited figures to be seen annually.</p>	KM

4.	Harbour Budget & Charges 2015/16	Action
	<p>KM informed the Forum that the current years' budget forecast is predicted to be a loss of £164,000. This is due in part to a reduction in Fish Toll income; however, the figures are expected to improve. KM also reported that after an initial investigation there was a possibility that water supplied to the harbour area may have been charged twice by South West Water. A significant refund and an annual saving of £20~25k could be in the pipeline but South West Water has yet to confirm.</p> <p>It was also brought to the Forum's attention that £86k from the Harbour reserve has been loaned to the Council to part fund an investment in Children's Services.</p> <p>KM informed the Forum that it was originally suggested that a 2.5% increase in harbour charges would be recommended in line with inflation. Following feedback from users the Budget Review Working Party decided that the April CPI figure should be used and this was rounded up to nearest half % so the recommended increase would now be 2%. KM highlighted some of the changes that are to be proposed including a changes to the definition of a Fishing Vessel. Currently fishermen are expected to land more than £5,000 in value of catch to receive a rate of harbour dues much lower than other craft. This is currently not happening with all fishermen so the proposed change is to increase the figure to £10,000.</p> <p>The contract with Emerald Security will be terminated from the 1st April 2015 saving around £28k. A method to improve the collection of visitor dues at the Breakwater slipway would be sought by working with beach staff.</p>	KM

5.	New Harbour Management System	Action
	<p>KM advised that the harbour invoicing system would in future be using Torbay Council's in-house financial system. This new system will give the option to pay invoices by instalments, online or by direct debit. KM advised there would be a 2.5% charge for the instalment option. There will also be a proposed £2.50 charge if paying by credit card.</p>	
6.	Fire Alarm system	Action
	<p>KM informed the Forum that the harbour authority needed to upgrade the current Fire Alarm system, at a cost of around £5000 to bring it up to date. It was also noted that a system of remote monitoring would be investigated as there would be no overnight security cover at times in the new year.</p>	KM
7.	Brixham Express (New Ferry Link)	Action
	<p>The new Brixham Express ferry service was launched on Sunday 23rd November. Currently the service is using the 'Pride of Exmouth' until the new vessel arrives. KM advised that the ferry picks up on the hour at Brixham and on the half hour at Torquay. It was noted that there had been some criticism from other boat operators but the Forum believed that the service will benefit the harbour authority and the Bay as a whole.</p>	
8.	Maritime Events 2015	Action
	<p>KM stated that there is already a comprehensive list of events for the 2015 season and asked that if anyone is involved with, or knows of any events taking place in the Bay that is not featured on the list to inform the Harbour office. The full programme will be available to view on the website before Christmas.</p>	All to note
9.	Diesel / Oil Spills	Action
	<p>KM informed the Forum that he is to attend a meeting next week with Grenville House and other parties to discuss their concerns regarding diesel / oil sheens seen around the harbour. Several stakeholders had highlighted this issue and a large number of cases had been reported. He also stated that he felt the harbour authority was improving the way in which the cases are being recorded. A number of Forum members accepted that the sheens did impact on the amenity on the harbour but they also stated that Brixham was a working port. Questions were asked about the use of the harbour for outdoor adventure activities. KM believed that the harbour authority was taking all reasonable precautions and actions and he would report back to the Forum on the outcome of the meeting.</p>	KM
10.	Port Marine Safety Code Audit	Action
	<p>The Port Marine Safety Code independent audit was carried out in November. The Safety Management System was reviewed and the recommendations given have been put forward to the Harbour Committee. There were still outstanding issues concerning the Yacht Club slipway and this will be addressed in the new year. Standard Safe Operating Procedures are being created. A new Risk Assessment software system (MarNIS) is being used and a revised database of accidents & incidents has been created. The report will be available to the public by the end of this week.</p>	KM

11.	Winter Storage 2014/15	Action
	KM reported to the Forum that the winter storage lift out went ahead as planned in October and that all boats were lifted out onto the Oxen Cove site. It was suggested that the Breakwater hard site was preferred by boat owners as the boats are better able to dry out. KM agreed to rethink the use of the Breakwater hard for 2015.	KM

12.	Passenger boat limits	Action
	As the person proposing this item was not in attendance it was deferred.	

13.	Harbour Committee – Upcoming Agenda	Action
a)	KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 15 th December 2014 at the Torquay Town Hall at 5.30pm.	All to note

Next Meeting	12 th March 2014	10.30 am
Venue	Brixham Harbour Office	
Future meetings	4 th June 2015	10.30 am (provisional)
Dates of Harbour Committee Meetings	15 th December 2014	5.30 pm (Torquay)
	23 rd March 2015	5.30 pm (Brixham)
	22 nd June 2015	5.30 pm (Torquay) (provisional)



Meeting: Harbour Committee

Date: 15th December 2014

Wards Affected: All wards in Brixham

Report Title: Old Fish Market – Brixham Harbour

Executive Lead Contact Details: Non-Executive Function

Supporting Officer Contact Details: Kevin Mowat
Executive Head of Tor Bay Harbour Authority
Tor Bay Harbour Master



Telephone: 01803 292429

Email: Kevin.Mowat@torbay.gov.uk

1. Purpose

- 1.1 This report serves to update the Harbour Committee on the current use and management of the Old Fish Market area, including the old market canopy on the harbour estate and the adjacent berthing facilities. It reviews the existing arrangements whilst delivering both transparency and accountability and provides some clarity to the harbour users and the local community.

2. Summary

- 2.1 Tor Bay Harbour Authority, under the guidance of the Harbour Committee, will endeavour to properly manage all harbour assets, thereby continuing to protect the harbour's built environment for the ongoing benefit of the community and our customers.
- 2.2 Torbay Council acting as Tor Bay Harbour Authority and the Competent Harbour Authority for the purposes of the 1970 Tor Bay Harbour Act has powers to regulate vessel and persons on the harbour estate. The act also gives the authority the power to license and make charges for both the use of the water space and the harbour estate within the various enclosed harbours of Tor Bay.
- 2.3 In pursuance to managing the harbour estate areas the Harbour Authority have also agreed and adopted the licensing arrangements with colleagues in Torbay Council in order to give continuity of licensing and licence fee charging.
- 2.4 The Harbour Authority is committed to supporting its harbour users and to supporting the wider community by working in partnership with various stakeholders to deliver wider community benefits.
- 2.5 The Harbour Committee should be kept informed of the arrangements relating to the use of the Old Fish Market and the Arts and Crafts Market that uses this facility.

- 2.6 It is appropriate for the Executive Head of Tor Bay Harbour Authority to seek advice from the Harbour Committee regarding the ongoing use of the Old Fish Market at Brixham harbour.

Supporting Information

3. Position

- 3.1 During the 2004 summer season, two markets were held at Brixham under the Old Fish Market and both were facilitated by the Harbour Authority. The company that ran them had about twenty market stalls under the banner of a "French Market". The markets sold only French related goods and were perceived to be a success in terms of creating an ambience around the harbour and in attracting visitors to the area.
- 3.2 In 2005 the Brixham Town Team took the view that a weekly market at Brixham throughout the season would be of benefit to the town. Markets were then subsequently held throughout the 2005 Summer Season on a Sunday and occasionally in addition so was the French market. The markets were judged by some to be a success and at the time some market research seemed to support this view.
- 3.3 The profits raised by the market organisers went to the market organiser with a fixed percentage going to the Harbour account (£1500). The harbour income was seen as a modest fee for the use of the Old Fish Market area and storage of the market stalls during the week between markets. Although the Council received a modest income for the use of the Old Fish Market it did not adequately compensate for the number of hours of officers' time dedicated to the running of the market.
- 3.4 The market organisers operated the market in agreement with the Council and were responsible for putting up and taking down stalls, booking stallholders, holding adequate insurance, keeping the site in good order, clean and tidy.
- 3.5 The original concept developed by the Brixham Town Team and in agreement with local traders was for an Arts and Crafts market. Initially difficulties were experienced between the market operators and the local retail traders as to what constituted Arts and Crafts. Local traders were of the opinion that on a number of occasions the market stalls were acting in direct competition to their own businesses in the town. Consequently for the remainder of the 2005 season the Harbour Master, the Head of Tourism and a town traders' representative were responsible for vetting the content of stalls and the standard of stallholders at the weekly market. This resulted in an improved offer of goods for sale.
- 3.6 Ahead of the 2006 season the Harbour Master, the Head of Tourism, representatives of the Brixham Chamber of Commerce and the town's traders held discussions over the future of a weekly market. The Brixham Chamber of Commerce proposed that a weekly market be run and operated under their auspices with all profits going to the Chamber of Commerce to be used for community based projects/events. At the time the Director of Marine Services (now Executive Head of Tor Bay Harbour Authority) believed that the money should be held centrally in the harbour account with a clear and transparent audit trail prior to the redirection of funds for community use.

- 3.7 In 2006 it was suggested that one of the advantages of running a market under the auspices of the Chamber of Commerce was that they would be free from the constraints of making a commercial profit and the need for competitive tendering could be avoided. Consequently the Chamber could concentrate their efforts on supporting local artists, artisans and craft makers. At the time it was highlighted that in pure financial terms the Chamber option did not clearly demonstrate value for money, but probably represented the best way forward in both practical and economic terms.
- 3.8 On 21st March 2006 the Harbour Committee received Report 68/2006 which sought advice from the Committee on the concept of a of a community proposal to run an Arts and Crafts Market under the Old Fish Market at Brixham every Saturday throughout the forthcoming season. Consequently the Harbour Committee made the following decision :-
- (i) that the Director of Marine Services be requested to exercise his delegated powers to allow a weekly market at the Old Fish Market, Brixham, to be held on Saturdays, for a trial period during 2006. The market to be run by the Brixham Chamber of Commerce with all monies that it might earn being reserved for community based projects and held in trust by Marine Services; and
 - (ii) that the Director of Marine Services be requested to exercise his delegated powers to prepare a contract between the Council and the Brixham Chamber of Commerce accordingly.
- 3.9 Since 2006 the Brixham Chamber of Commerce has been successfully organising the weekly Arts and Crafts Market held during the summer season at the Old Fish Market. The market generates a significant income and after various expenditures are taken out, a Market Management Committee reach agreement over what is donated to good causes locally. Details of the income, expenditure and recipient good causes are all recorded and filed through the Brixham harbour office (see Appendix 1 - Arts and Crafts Market – Summary of Accounts – 2007~2015).
- 3.10 Over the past few years the management of the market has been delegated by the Chamber of Commerce to a Market Management Committee consisting of the Chairman of the Chamber of Commerce, the Harbour Master and various other organisers/representatives of the market traders. Initially this set of circumstances appears to have worked but the Executive Head of Tor Bay Harbour Authority now believes that it is time for a review of the existing arrangement. See 3.11 below.
- 3.11 Following the early success of the Brixham Arts & Crafts Market three independent traders have applied to the Harbour Authority for a separate Trading Consent because they could not or would trade at the Arts & Crafts Market. The Brixham Chamber of Commerce Market Management Committee has asked the Harbour Master to reconsider the granting of these consents. A review of the Arts & Crafts Market income and expenditure figures would indicate the possibility of further income to the harbour account given the challenges placed on the harbour budget. At present, the only income to the harbour account from the Arts & Crafts Market is a single Harbour Estate Trading Consent fee of £770. The Council officer handling the income and expenditure from the Arts & Crafts Market has indicated that the process is a noticeable administrative burden. The Brixham Chamber of Commerce

Market Management Committee would prefer to handle all of the income and expenditure themselves.

- 3.12 Following several meetings with the Brixham Chamber of Commerce Market Management Committee the Executive Head of Tor Bay Harbour Authority has agreed to an annual facility charge of £2000. Also, he has agreed to hand over the banking arrangements and the decision making in respect of the allocation of funds to good causes, to the Chamber of Commerce.
- 3.13 The Harbour Authority received an update on the use of the Old Fish Market with a report presented to the Harbour Committee on 3rd June 2013.
- 3.14 Minute 1044/12/86 delegated power to officers to allocate by lot, to the applying charities, dates for the use of the former fish market for charitable events, with preference being given to locally based organisations. Currently, and since 1986, the management of the Wednesday charitable events is undertaken through the Brixham harbour office. Following receipt of applications from charities to hold various events, the days are allocated by the harbour office through a ballot system for the following season. This system is working and doesn't need to be reviewed.

4. Consultation

- 4.1 The Harbour Authority has consulted with stakeholders through its Brixham Harbour Liaison Forum. Members of the Arts and Crafts Market Management Committee have also been consulted.

5. Risks

- 5.1 There are clear risks if the management and maintenance of this area of harbour estate falls outside the control of the Harbour Authority.
- 5.2 The risks of not having properly audited accounts for the Arts and Crafts Market are currently mitigated by having the harbour office staff manage the process in a transparent and accountable manner.
- 5.3 Community relations could be damaged if changes to the use of the Old Fish Market are perceived to be unacceptable.

Appendices

- Appendix 1 Old Fish Market – Arts and Crafts Market – Summary of Accounts 2007 ~ 2014

Additional Information

The following documents/files were used to compile this report:

- Report 68/2006 Brixham Harbourside Market (March 2006)
- Report 298/2010 Old Fish Market – Brixham Harbour (December 2010)

Report (11th June 2012) Old Fish Market – Brixham Harbour

Report (3rd June 2013) Old Fish Market – Brixham Harbour

Agenda Item 10

Appendix 1

Appendix 1

Old Fish Market – Arts and Crafts Market Summary of Accounts 2007/08 ~ 2014/15

Year	Balance b/fwd £	Income * £	Expenditure ** £	Balance c/fwd £
2007/08	4,815.48	5,477.37	-8,255.36	2,037.49
2008/09	2,037.49	4,365.03	-5,850.89	551.63
2009/10	551.63	5,646.30	-4,479.45	1,718.48
2010/11	1,718.48	4,687.21	-2,624.18	3,781.51
2011/12	3,781.51	3,680.39	-3,038.69	4,423.21
2012/13	4,423.21	6,440.00	-3,309.01	7,554.20
2013/14	7554.20	8,142.00	-9,124.19	6572.01
2014/15	6572.01	7710.00	-9,125.60	5156.41

Notes

* Income is net of incidental expenditure such as stall erector, advertising, etc.

** Expenditure includes agreed donations and items not taken from income

List of Beneficiaries

2007

Crown & Anchor Memorial Bench
Pride in Brixham
Friends of Shoalstone Pool
Youth Enquiry Service
Brixham Swimming Club
Brixham Buccaneers

2008

F.I.S.H. sculpture donation
Brixham Youth Rugby Club
Brixham Arts & Theatre Society
Pride in Brixham
Brixham Battery Heritage Group
Brixham Community Lifestyle & Aquatics Co. Ltd

2009

Brixham Buccaneers
Youth Enquiry Service
Friends of Shoalstone Pool
F.I.S.H. sculpture donation
Admiral Swim
Pride in Brixham

2010

Not yet advised

2011

Brix Fest

2012

Pride in Brixham

2013

Brixfest
Brixham Buccaneers
Trinity Sailing
Friends of Shoalstone Pool

2014

Pride in Brixham
Brixham Pirate Festival

Expenditure items

Advertising
Invoice books
Materials - printer ink, steel & wood
Print leaflets for distribution by coach drivers
Print Christmas Flyers
Stall Erector
Street Trading Licence
South Devon Chamber of Commerce Insurance
Website Creation
Banners
Insurance

December 2014

PIs and Projects 14/15

Quarterly report for 2014/15, AY2014/15 and 2014
No headings
Filtered by Flag: Include: Tor Bay Harbour Authority
Exclude: Archive

Key to Performance Status:

Projects: No Data available Milestone Missed On Hold On Target Well Behind Target Behind Target Ahead of Target Well Ahead of Target Completed Terminated

Performance Indicators: No Data Well Below Target Below Target On Target Above Target Well Above Target

Key to +/- Column:

+ Higher figures are better - Lower figures are better OFF Direction cannot be determined

PIs and Projects 14/15

Performance Indicators									
Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
On Target	TDAMS01	<u>TDAMS01 Harbour estate lettings occupancy</u>	+	98.31%	100.00%	98.30%	98.30%		
On Target	TDAMS04	<u>TDAMS04 Navigation Lights availability</u>	+	99.99%	100.00%	99.99%	99.98%		
Well Below	TDAMS07	<u>TDAMS07 Brixham Harbour Fish Tolls</u>	+	£588,378.33	£650,000.00	£82,372.85	£227,296.95		

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PIs and Projects 14/15									
Performance Indicators									
Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
Target									
Data not due	TDAMS08	<u>TDAMS08 Harbour Users Survey</u>	+	n/a		n/a	n/a	n/a	
Data not due	TDAMS09	<u>To monitor and support staff through induction and appraisal reviews</u>	+	90%	100%	n/a	n/a	n/a	
On Target	THARB08	<u>To Produce and Review a Risk Register for the Business Unit</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
Well Below Target	THARB11	<u>Reduce the number of reportable accidents including (RIDDOR)</u>	-	2	2	0	6		
On Target	THARB13	<u>Maintain the bilateral agreement with the UK Hydrographic Office</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
On Target	THARB16	<u>To Provide Visitor Moorings</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
Below Target	THARB17	<u>Implement the safety management improvement plan</u>	+	89%	100%	n/a	n/a	n/a	93%
Data not due	THARB21	<u>Test and Review a Business Continuity Plan for the Business Unit</u>	+	Yes	Yes	n/a	n/a	n/a	

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Performance Indicators									
Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
Well Above Target	THARB23	<u>To Reduce Staff Absence</u>	-	1.437%	2.000%	0.183%	1.598%		
On Target	THARB25	<u>To keep existing businesses and attract new activities</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
Below Target	THARB26	<u>% Variation on Budgeted Income - Tor Bay Harbour Authority</u>	+	9.71%	0.00%	-0.65%	-1.37%	-6.09%	
Above Target	THARB27	<u>% Variation on Budgeted Expenditure - Tor Bay Harbour Authority</u>	-	8.34%	0.00%	0.83%	-1.07%	-3.13%	
On Target	THARB28	<u>Undertake routine maintenance of harbour infrastructure</u>	+	Yes	Yes	Yes	Yes		
On Target	THARB29	<u>Issue local Notices to Mariners and enforce Harbour Byelaws</u>	+	Yes	Yes	Yes	Yes		
On Target	THARB31	<u>Safety Management System audit completed and improvement plan agreed</u>	+	Yes		n/a	n/a	n/a	Yes
On Target	THARB32	<u>Review and exercise the Tor Bay Harbour Emergency Response Plan</u>	+	Yes	Yes	n/a	n/a	n/a	Yes

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Performance Indicators									
Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
Data not due	THARB33	<u>Review the delegated powers of the Executive Head of Tor Bay Harbour Authority</u>	+	Yes	Yes	n/a	n/a	n/a	
On Target	THARB35	<u>Refresh the Tor Bay Harbour Website</u>	+	Yes	Yes	Yes	Yes		
On Target	THARB37	<u>Continue Benchmarking through relevant trade and professional associations</u>	+	Yes	Yes	Yes	Yes		
Data not due	THARB39	<u>Complete Equality Impact Assessments</u>	+	Yes	Yes	n/a	n/a	n/a	
Data not due	THARB40	<u>Implement Equality Impact Assessment Improvement Plans</u>	+	Yes	Yes	n/a	n/a	n/a	
Data not due	THARB42	<u>To review the Tor Bay Harbour Operational Moorings Policy</u>	+	Yes	Yes	n/a	n/a	n/a	
On Target	THARB51	<u>Lay seasonal 5-knot buoys & navigational marks</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
Data not due	THARB59	<u>Agree the Tor Bay Harbour Authority Business Plan</u>	+	Yes	Yes	n/a	n/a	n/a	
Data	THARB60	<u>Produce an Asset</u>	+	Yes	Yes	n/a	n/a	n/a	

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Performance Indicators									
Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
not due		<u>Management Plan for the Business Unit</u>							
Data not due	THARB62	<u>Set the Tor Bay Harbour Charges and Harbour Budget</u>	+	Yes	Yes	n/a	n/a	n/a	
On Target	THARB64	<u>Set up an appropriate Audit Plan for Tor Bay Harbour Authority</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
Data not due	THARB65	<u>% of responses who believe Torbay Harbour Authority are properly managing safety in Torbay Harbour</u>	+	n/a		n/a	n/a	n/a	
On Target	THARB70	<u>Annual audit/inspection from Trinty House</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
On Target	THARB71	<u>Manage the seasonal beach/harbour patrol craft</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
On Target	THARB73	<u>Percentage of Harbour staff with a CPD record in place</u>	+	100.0%	100.0%	100.0%	100.0%		
On Target	THARB74	<u>To hold quarterly meetings with harbour users and stakeholders</u>	+	Yes	Yes	Yes	Yes		
On Target	THARB76	<u>Number of Maritime Events supported</u>	+	43		n/a	n/a	n/a	42

PIs and Projects 14/15

Projects							
Project Status	Code	Title	Project End	Last Review Date	Achieved	Missed	Arising
On Target	THARB64	<u>Explore marketing opportunities</u>	31/03/2015 (due)	03/09/2014	Various marketing options explored and delivered. New Maritime Guide produced and mobile App in production.		
On Target	THARB67	<u>Influence decision making over the management measures of the new SAC in Torbay</u>	31/03/2015 (due)	03/09/2014	No significant management measures currently under discussion.		
Behind Target	THARB48	<u>Investigate renewable energy projects for use on the harbour estate</u>	31/03/2015 (due)	08/12/2014		Project extended to 31st March 2015	
Completed	THARB20	<u>Replace chain mooring with pontoon berths in Torquays inner harbour</u>	09/06/2014	15/06/2014	Project completed on the 9th June 2014		
Behind Target	THARB66	<u>To produce, promote and reprint the Torbay Harbour Guide</u>	22/08/2014	01/05/2014		Project passed to Fruition Design & end date delayed with development of a new App.	

PIs and Projects 14/15

Projects							
Project Status	Code	Title	Project End	Last Review Date	Achieved	Missed	Arising
On Target	THARB69	<u>Undertake Energy Audits at each enclosed harbour</u>	31/03/2015 (due)	03/09/2014	End date revised to March 2015. Energy Audits underway with Atkins as part of the FLIP Interreg Project. Results expected at the end of 2014.		
On Hold	THARB55	<u>Working with stakeholders to investigate options to improve the management of the new Fish Market</u>	28/03/2015 (due)	12/11/2014			Early discussions have commenced with Brixham Trawler Agents but the project has not started.

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