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Date: Tuesday, 15 March 2016

Governance Support
Town Hall
Castle Circus
Torquay
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Dear Member

HARBOUR COMMITTEE - MONDAY, 21 MARCH 2016

I am now able to enclose, for consideration at the Monday, 21 March 2016 meeting of the Harbour Committee, the following reports that were unavailable when the agenda was printed.

Agenda No	Item	Page
13.	Tor Bay Harbour Authority Business Unit Performance Report	(Pages 135 - 138)
14.	Torquay/Paignton and Brixham Harbour Liaison Forums	(Pages 139 - 146)
15.	Quarterly Accident and Incident Data for Tor Bay Harbour	(Page 147)

Yours sincerely

Teresa Buckley
Clerk

Detailed Report

Quarterly report for 2015/16 and 2015

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

Detailed Report

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>	+	98.30%	100.00%	98.30%	98.30%	98.30%	
On Target	TDAMS04	<u>TDAMS04 Navigation Lights availability</u>	+	99.91%	100.00%	99.91%	99.92%	99.85%	
Well Above Target	TDAMS07	<u>TDAMS07 Brixham Harbour Fish Tolls</u>	+	£565,232.62	£510,000.00	£139,470.08	£253,910.30	£466,156.01	
Below Target	TDAMS08	<u>TDAMS08 Harbour Users Survey</u>	+	n/a	81.0%	n/a	n/a	n/a	75.8%
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>	-	6	4	2	4	7	
On Target	THARB17	<u>Implement the safety management improvement plan</u>	+	93%	100%	n/a	n/a	n/a	95%
On Target	THARB21	<u>Test and Review a Business Continuity Plan</u>	+	Yes	Yes	n/a	n/a	n/a	Yes

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Detailed Report									
Performance Indicators									
Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
		<u>for the Business Unit</u>							
Well Above Target	THARB23	<u>To Reduce Staff Absence</u>	-	2.618%	2.500%	0.644%	0.702%	0.964%	
Above Target	THARB26	<u>% Variation on Budgeted Income - Tor Bay Harbour Authority</u>	+	4.11%	0.00%	1.97%	3.15%	8.00%	8.47%
Below Target	THARB27	<u>% Variation on Budgeted Expenditure - Tor Bay Harbour Authority</u>	-	1.47%	0.00%	1.12%	0.46%	5.40%	6.33%
On Target	THARB29	<u>Issue local Notices to Mariners and enforce Harbour Byelaws</u>	+	Yes	Yes	Yes	Yes	Yes	
On Target	THARB31	<u>Safety Management System audit completed and improvement plan agreed</u>	+	Yes	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
On Target	THARB35	<u>Refresh the Tor Bay Harbour Website</u>	+	Yes	Yes	Yes	Yes	Yes	
On Target	THARB37	<u>Continue Benchmarking through relevant trade and professional associations</u>	+	Yes	Yes	Yes	Yes		
On Target	THARB39	<u>Complete Equality Impact Assessments</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
On Target	THARB40	<u>Implement Equality Impact Assessment Improvement Plans</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
Data not due	THARB42	<u>To review the Tor Bay Harbour</u>	+	Yes	Yes	n/a	n/a	n/a	

Detailed Report									
Performance Indicators									
Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
		<u>Operational Moorings Policy</u>							
Data not due	THARB59	<u>Agree the Tor Bay Harbour Authority Business Plan</u>	+	Yes	Yes	n/a	n/a	n/a	
Data not due	THARB60	<u>Produce an Asset Management Plan for the Business Unit</u>	+	Yes	Yes	n/a	n/a	n/a	
On Target	THARB62	<u>Set the Tor Bay Harbour Charges and Harbour Budget</u>	+	Yes	Yes	n/a	n/a	n/a	Yes
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
Well Below Target	THARB65	<u>% of responses who believe Tor Bay Harbour Authority are properly managing safety in Torbay Harbour</u>	+	n/a	95.0%	n/a	n/a	n/a	83.2%
On Target	THARB70	<u>Annual audit/inspection from Trinity House</u>	+	Yes		n/a	n/a	n/a	Yes
On Target	THARB74	<u>To hold quarterly meetings with harbour users and stakeholders</u>	+	Yes	Yes	Yes	Yes	Yes	
Above Target	THARB76	<u>Number of Maritime Events supported</u>	+	42	43	n/a	n/a	n/a	47
Projects									
Project Status	Code	Title		Project End	Last Review Date	Achieved	Missed	Arising	
On Target	THARB67	<u>Influence decision making over the management measures of the new SAC in Torbay</u>		31/03/2017 (due)	03/03/2016	No significant management measures currently under discussion.			
On Target	THARB55	<u>Working with stakeholders to investigate options to improve the management</u>		31/03/2017 (due)	28/09/2015	Discussions are ongoing with BTA regarding a long lease			
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Detailed Report

Projects							
Project Status	Code	Title	Project End	Last Review Date	Achieved	Missed	Arising
		<u>of the new Fish Market</u>			of the Fishmarket.		

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Meeting Title	Torquay & Paignton Harbour Liaison Forum
Venue	Torquay Harbour Office
Date	8 th March 2016 at 10.30 am

Present	Capt K Mowat (KM)	Cllr R Stringer (RS)	Mr D Musgrove (DM)
	Mayor Oliver (GO)	Mr S Pinder (SP)	Mr A Rayner (AR)
	Cllr N Bye (NB)	Mr M Stewart (MS)	Mr T Ekers (TE)
	Cllr J O'Dwyer (J O'D)	Mr M Ellis (ME)	Mr M Smith (MSm)
	Cllr N Amil (NA)	Mr P Lloyd (PL)	Miss L Stewart (LS)
	Cllr B Cunningham (BC)	Mr J Bond (JB)	

1. Apologies
 2. Welcome
 3. Minutes of the last meeting – 7th December 2015
 4. Matters arising from the last meeting
 - a) Paignton Harbour Development Proposal - update
 - b) Review of Harbour Legislation – Powers of Direction – update
 - c) New Harbour Management IT System
 - d) Harbour Budget
 5. Capital Works
 - a) Haldon Pier – update
 - b) Princess Pier – update
 6. Maritime Events 2016
 7. Tor Bay Harbour Business Plan 2016/17
 8. Quarterly Accident & Incident Data
 9. Tor Bay Harbour Asset Management Plan 2016/17
 10. Review of Operational Moorings Policy
 11. Tor Bay Harbour Economic Impact Report
 12. Harbour Committee
 - a) Upcoming Agenda
- Date of the next meeting – 13th June 2016 at 10:30 am

1.	Apologies for Absence	Action
	Apologies received from Dave Buckpitt and Clare Rugg.	
2.	Welcome	Action
	KM welcomed everyone to the meeting.	
3.	Minutes of the last meeting	Action
	It was agreed that the minutes of the last meeting on the 7 th December 2015, were a true and accurate record of that meeting.	
4.	Matters Arising from Last Meeting	Action
a)	<p>Paignton Harbour Development Proposal – update</p> <p>KM advised that the Harbour Committee wanted to discuss the potential for development of the Harbour Light Restaurant and at the last Council meeting, there was a clear appetite expressed for investment on the waterfront at Paignton. The item is on the agenda for the next Harbour Committee meeting and a site-specific flood risk assessment had been commissioned. MS asked if the previous concerns re the safety of the building/fire alarms had been resolved and KM advised that he has asked the TDA to look into this matter. KM asked that SP speak with the tenants to advise them of the forthcoming report and to provide the Council's press team with a brief.</p>	SP
b)	<p>Review of Harbour Legislation – Powers of Direction – update</p> <p>KM advised that the Harbour Committee had considered this proposal at the meeting in December and it was agreed that Torbay Council should apply for the Powers of Direction. A notice was advertised in the paper in February and there is a 28-day consultation period. The new powers will require a Port Users Group (PUG) and this will be made up of the Torquay & Paignton Liaison Forum and the Brixham Liaison Forum. Any proposed Directions would be the subject of formal consultation with the PUG before being implemented.</p>	
c)	<p>New Harbour Management IT System</p> <p>KM advised the Forum that a new software system has now been procured with support from the Chairman. The system should be up and running by late Summer/early Autumn and will produce the annual accounts for the financial year 2017/18. Others Harbours including Dartmouth and Fowey are using the same system.</p>	
d)	<p>Harbour Budget</p> <p>KM advised that the Harbour Committee had now approved the Harbour Budget for 2016/17. He said that income in the current year, 2015/16, was looking healthy with extra fish tolls at Brixham and visitor income at Torquay from some wind farm vessels. A breakeven budget is expected. The additional income has been directed to fund the essential works on the Torquay Inner Harbour bridge & cill and the new software system.</p>	
e)	<p>Paignton Beach Slipway</p> <p>AR asked if there were any developments on this issue. SP commented that he had looked at the issue with the Council's Engineer and a potential solution had been found. SP agreed to chase this solution and KM advised that he would try to find a budget. AR commented that it is a Health & Safety issue for people walking from the beach up the slipway including disabled people. KM asked for this to be noted as an action for SP and Simon Wallace from the Beach team.</p>	SP & SW

5.	Capital Works	Action
a)	<p>Haldon Pier – update</p> <p>KM advised that works to Haldon Pier had not yet resumed as the contractor has been working on Princess Pier.</p>	
b)	<p>Princess Pier – update</p> <p>The contractor has been carrying out underwater works. They have filled in the seaward steps and repaired scour damage on the outside of Princess Pier. Funding has been provided by the Environment Agency. Above the water, the replacement decking works on the pier is now underway. KM advised that by Easter, the contractor should have finished the majority of the decking works and the site compound will be reduced in size.</p> <p>KM advised that there had been some damage to MDL vessels and fishing boats, which MDL staff had spotted early and the contractors were contacted and responded quickly to resolve the situation. MSm confirmed that the situation was in hand and KM thanked him for his support.</p> <p>KM advised the Forum that essential repairs to the bridge & cill were currently being carried out to enable new ducting to be installed. Water needs to be pumped out from between the two cill gates for this to happen and this cannot be achieved until the divers complete some concrete grouting. He also advised that some additional pontoons would be installed in the Torquay Inner Dock during April. These new berths would be occupied from 1st May with customers currently on the waiting list.</p>	

6.	Maritime Events 2016	Action
	<p>KM asked SP to discuss the Maritime Events list for 2016. SP advised that there are around 40 events scheduled with several over the bank holiday weekend in May. A few events are waiting to be confirmed by the organisers providing the required information. The next version of the Maritime Events list for 2016 will be on the harbour website by the end of the week.</p> <p>SP shared with the Forum a chartlet that showed the planned exclusion zone for Torbay Air Show in June. SP advised that the harbour authority will be looking to ask the various clubs for help with marshalling the event and have enlisted the help of Pip Hall from the Coastguard to help manage maritime aspects of the air show. Pip has worked at previous air shows managing the at sea activities. KM commented that the event is expected to attract up to 150,000 visitors to the Bay. GO asked if the cruise ship due in on the Saturday would be a problem and KM advised that it should not be an issue, as the timings did not conflict. SP advised that it was also the start of the Triangle Race on the Sunday so it should be good weekend for spectators. AR commented that the Paignton Community Partnership have an area for stalls on Roundham Head, which may be a popular spot for spectators. KM commented that he has some concerns about people getting too close to the cliff edge. SP added that this issue had already been identified by the Public Safety Advisory Group and is on the agenda for the next meeting.</p> <p>KM advised the Forum that Tor Bay Harbour has 9 cruise ship visits scheduled for 2016.</p>	All to note

7.	Tor Bay Harbour Business Plan 2016/17	Action
	<p>KM advised that the draft Business Plan had been sent by email to Forum members for comment. The document is refreshed every year and then sent to the Harbour Committee for approval in March. The Plan format is fundamentally the same but some amendments would be made to reflect the new Corporate Plan adopted by the Council. KM said that he had not received any comments.</p>	KM

8.	Quarterly Accident & Incident data	Action
	KM indicated that he is not aware of any major accidents or incidents in the harbour or on the harbour estate since the last meeting. There have been a number of winter weather related accidents such as boats sinking on moorings and some instances of unexploded ordinance found by fishing vessels. KM would be providing the Harbour Committee with the latest list of accidents/incidents.	KM
9.	Tor Bay Harbour Asset Management Plan 2016/17	Action
	KM made the Forum aware of the changes to the Tor Bay Harbour Asset Management for 2016/17. The Plan, which provides information on future developments and the performance of harbour assets, would be submitted to the Harbour Committee for approval on 21 st March 2016. Also, the Harbour Asset Review Working Party is recommending the Plan.	KM
10.	Review of Operational Moorings Policy	Action
	KM made the Forum aware of the proposed changes to the Tor Bay Harbour Moorings Policy that would be submitted to the Harbour Committee for approval on 21 st March 2016. JO'D commented that there could be issues with the proposed changes and tax benefits. It was suggested that a charge could be made for the transfer of a commercial mooring but after some debate, the Forum decided not to recommend a charge. GO asked if the changes would apply to Brixham moorings as well and KM confirmed that the policy covers all of Tor Bay Harbour.	KM
11.	Tor Bay Harbour Economic Report	Action
	KM advised that a study of the economic impact of Tor Bay Harbour on the local economy had been commissioned as part of the Interreg FLIP project. The study had now been completed and it would be submitted to the Harbour Committee on 21 st March 2016. KM ran through the headline figures from the report and advised that the full study would be published by the end of the week. It is hoped that the data can be used to attract investment funding. NB added that we should see all the enclosed harbours as assets to develop and invest because it helps to create income for the Bay. KM and the Forum agreed.	KM
12.	Harbour Committee – Upcoming Agenda	Action
	KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 21 st March 2016, which is due to be held at Brixham harbour.	All to note

Next Meeting

Venue

Future meetings

Dates of Harbour

Committee

Meetings

Torquay Harbour Office

13th June 2016

10.30 am

6th September 2016

10.30 am

5th December 2016

10.30 am

21st March 2016

5.30 pm (Brixham)

27th June 2016

5.30 pm (Torquay)

19th September 2016

5.30 pm (Brixham)

13th December 2016

5.30 pm (Torquay)



Meeting Title	Brixham Harbour Liaison Forum
Venue	Brixham Harbour Office
Date	10 th March 2016 at 10.30am

Present	Capt K Mowat (KM)	Cllr N Bye (NB)	Mr D Faithful (DF)
	Mr Dave Bartlett (DB)	Cllr V Ellery (VE)	Mr M Stewart (MS)
	Mrs A Blackburn (AB)	Mr N O'Brien (NO)	Mr D Saunders (DS)
	Mr M Shaw (MS)		

Agenda Items	<ol style="list-style-type: none"> 1. Apologies 2. Welcome 3. Minutes of the last meeting – 10th December 2015 4. Matters arising from the last meeting <ol style="list-style-type: none"> a) Loading Bay - drainage issue b) Harbour Estate Parking – enforcement c) Timber fendering on BYC alongside berthing – update d) Future provision of visitor moorings in the outer harbour (BYC)- update e) Review of Harbour Legislation – Powers of Direction – update f) Maintenance of Public Art Installation – update g) Capital works – drying grid h) New workboat – update i) Harbour Budget & Harbour Charges 2016/17 – approved j) Port Marine Safety code Audit/Compliance - statement 5. Maritime Events 2016 6. Tor Bay Harbour Business Plan 2016/17 7. Quarterly Accident & Incident Data 8. Tor Bay Harbour Asset Management Plan 2016/17 9. Review of Operational Moorings Policy 10. Tor Bay Harbour Economic Impact Report 11. Harbour Committee <ol style="list-style-type: none"> a) Upcoming Agenda <p>Date of the next meeting – 9th June 2016 at 10:30</p>
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1.	Apologies for Absence	Action
	Apologies were received from Cllr Lynn Sykes, Jerry Carter, Peter Bartlett, Cllr Barbara Cunningham and the Cllr Nicole Amil.	

2.	Welcome	Action
	KM welcomed everyone to the meeting.	

3.	Minutes of the last meeting	Action
	It was agreed that the minutes of the last meeting on the 12 th December 2015, were a true and accurate record of that meeting.	
4.	Matters Arising	Action
a)	<p>Loading Bay - drainage issue update DB updated the Forum that the cutting of the slab and drains repair was now almost finished. He apologised to the tenants for any disruption that the noise may have caused. The contractors would now be digging out the sagging pipe and reinstating with all new materials and re concreting, this should be fully completed within 2 weeks.</p>	DB
b)	<p>Harbour Estate Parking – enforcement KM reported that the ANPR cameras are now up, but additional signage will be put in place around the area before enforcement commences. He also advised that after meeting with stakeholders it was decided that the right thing to do regarding fees for the current year was to wave all charges and start afresh from 1st April. MS raised the issue of safe pedestrian access and directions to the Harbour office, stating that there are no clear signs for the public to follow, KM stated that this is an important issue and that he will look into implementing new signage to rectify the situation.</p>	KM/DB
c)	<p>Timber fendering on BYC alongside berthing – update DB reminded the Forum that the works had been agreed to be undertaken by Balfour Beatty as a defect. Work should have started already but they had been let down by a previous contractor, a new contractor has been appointed and work should be starting in the very near future.</p>	DB/ BYC
d)	<p>Future provision of visitor moorings in the outer harbour (BYC) – update DB and DF agreed to have a further meeting to discuss this subject and explore some options.</p>	DB/ DF
e)	<p>Review of Harbour Legislation – Powers of Direction – update KM reported that the Harbour Committee had agreed that the Harbour Authority should apply for the new Powers of Direction and although they may not be needed that often they would be a useful tool to have. It was stated that the RYA were expected to be supportive following local feedback. KM agreed to report back at the next Liaison Forum regarding progress.</p>	KM
f)	<p>Maintenance of Public Art Installation – update KM reported that after the last meeting the harbour budget had paid for the interim works to be carried out to the Public Art lighting but as a one off. VE stated that he has had talks with the Town Council and the Chamber of Commerce who stated that they would be willing to take on the responsibility for the Public Art in the future.</p>	
g)	<p>Capital/Maintenance Works – drying grid DB advised the Forum that the works to the Inner grids are due to start from the 1st April and should take around 4 weeks to complete; these are to include the total removal of the existing grids and full replacement of the timber. There is also to be some minor grouting to be done at the same time to the inner harbour wall.</p>	DB

4.	Matters Arising continued	Action
h)	New workboat – update DB informed the Forum that the new work boat build has had to go back out to tender due to the very limited response. Only one very expensive bid was received due to the stringent specifications, the specifications have now been amended to allow other boat builders the opportunity to tender.	DM/KM
i)	Harbour Budget & Charges 2016/17 – approved KM reported that the new harbour budget and charges for 2016/17 had been approved at the Harbour Committee in December.	
j)	Port Marine Safety Code Audit/Compliance – statement KM stated that the Port Marine Safety Code report was approved and accepted by the Harbour Committee in December.	
5.	Maritime Events 2016	Action
	KM reminded the Forum that the full schedule of events for the upcoming season is available to view on the Tor Bay Harbour website. He advised that the Air Show on the 10 th -12 th June will be the biggest event this year and also advised that the Harbour Authority would be seeking help from a number of clubs and organisations with marshalling the event. The Forum was advised that the Bay will have 9 cruise ship visits this year.	All to Note
6.	Tor Bay Harbour Business Plan 2016/17	Action
	KM advised that the draft Business Plan had been sent by email to Forum members for comment. The document is refreshed every year and then sent to the Harbour Committee for approval in March. The Plan format is fundamentally the same but some amendments would be made to reflect the new Corporate Plan adopted by the Council. KM said that he had not received any comments.	KM
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	KM made the Forum aware of the changes to the Tor Bay Harbour Asset Management for 2016/17. The Plan, which provides information on future developments and the performance of harbour assets, would be submitted to the Harbour Committee for approval on 21 st March 2016. Also, the Harbour Asset Review Working Party is recommending the Plan.	KM
9.	Review of Operational Moorings Policy	Action
	KM made the Forum aware of the changes that are due to be made to the policy this year, which included the potential capping of the number of commercial passenger craft moorings within Brixham harbour. The Forum suggested that the definition of commercial and/or passenger boats needed to be better understood so as to avoid confusion with fishing vessels.	KM

10.	Tor Bay Harbour Economic Report	Action
	KM advised that a study of the economic impact of Tor Bay Harbour on the local economy had been commissioned as part of the Interreg FLIP project. The study had now been completed and it would be submitted to the Harbour Committee on 21 st March 2016. KM ran through the headline figures from the report and advised that the full study would be published by the end of the week. It is hoped that the data can be used to attract investment funding. NB added that we should see all the enclosed harbours as assets to develop and invest because it helps to create income for the Bay. KM and the Forum agreed.	KM

11.	Harbour Committee – Upcoming Agenda	Action
	KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 21 st March 2016, which is due to be held at Brixham harbour.	All to note

Next Meeting

Venue

Future meetings

Dates of Harbour Committee Meetings

Brixham Harbour Office	
9 th June 2016	10.30 am
8 th September 2016	10.30 am
8 th December 2016	10.30 am
21 st March 2016	5.30 pm (Brixham)
27 th June 2016	5.30 pm (Torquay)
19 th September 2016	5.30 pm (Brixham)
13 th December 2016	5.30 pm (Torquay)



Tor Bay Accident / Incident List

Date	ID Code		Accident Category	Name
09/03/2016	TOR0698REP	I	Breaking Free of Mooring	'Whipsea' - boke free from mooring
09/03/2016	TOR0699REP	I	Slip, trip, fall same level	Trip and fall on Middle Pier, Brixham
09/03/2016	TOR0700REP	I	Breaking Free of Mooring	'Turn-a-bout' - broke free from mooring
04/03/2016	TOR0697REP	I	Other nautical safety	Unexploded ordnance
16/02/2016	TOR0696INV	I	Contact - Fixed object	'Brixham Vitesse' / Beacon Quay Slipway
19/01/2016	TOR0695REP	I	Dangerous occurrence	Potential unexploded ordnance
06/01/2016	TOR0694ACT	I	Fire / Explosion	Fire at Molly Malones
31/12/2015	TOR0693ACT	I	Flooding/Foundering	'Broom' - sinking on outhaul mooring
21/12/2015	TOR0692ACT	I	Breaking Free of Mooring	'Liberty Lass' stern line parted
18/12/2015	TOR0691ACT	N	Other nautical safety	Scallop ranch floats
10/12/2015	TOR0690ACT	I	Breaking Free of Mooring	MFV 'Mary Anne' slipped lines
02/12/2015	TOR0689CLO	I	Flooding/Foundering	'Florrie B' - sank on mooring

Number of Accidents listed = 12