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Date: Thursday, 01 December 2011

Democratic Services
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Dear Member

HARBOUR COMMITTEE - MONDAY, 5 DECEMBER 2011

I am now able to enclose, for consideration at the Monday, 5 December 2011 meeting of the Harbour Committee, the following reports that were unavailable when the agenda was printed.

Agenda No	Item	Page
5.	Torquay/Paignton and Brixham Harbour Liaison Forums	(Pages 103 - 114)
8.	Brixham Harbour Electricity Re-charging System	(Pages 115 - 120)
12.	Performance Report - Marine Services	(Pages 121 - 128)

Yours sincerely

Lisa Warrillow
Clerk

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Meeting Title	Torquay & Paignton Harbour Liaison Forum
Venue	Torquay Harbour Office
Date	22 nd November 2011 at 10.30

Present	Capt K Mowat (KM)	Mr J Bond (JB)	Mr W Butcher (WB)
	Mr J Turner (JT)	Mr M Smith (MS)	Capt P Labistour (PL)
	Mr M Ritchie (MR)	Cllr V Ellery (VE)	Mr D White (DW)
	Cllr R Stringer (RS)	Ms S Armstrong (SA)	

Agenda Items	1. Apologies
	2. Minutes of the last meeting
	3. Matters arising from the last minutes
	a) Marine Conservation Zones
	b) Paignton Harbour - decriminalised parking review update
	c) Ark Royal bid - update
	d) Oil Spill Response Plan - update
	e) Port Waste Management Plan - update
	f) Broadsands Watersports Centre - update
	4. Capital Works
	a) Haldon Pier – update
	5. Town Dock – Torquay
	6. Torquay Inner Harbour - pontoon berths to replace chain moorings
	7. Torquay Outer Harbour - drying grid proposal
	8. Grinding within Harbour areas – MS
	9. Increased Seagull population - MS
10. Sustainable Transport Fund Bid - ferry infrastructure	
11. Harbour Committee External Advisor - update	
12. Maritime Events 2012	
a) Proposed world record charity anchor attempt - 21 st July 2012	
13. Port Marine Safety Code - audit	
14. Automated external defibrillator	
15. Harbour Budget and Charges 2012/13	
16. Harbour Committee	
a) Upcoming Agenda	

Date of the next meeting 21st February 2012 10.30am

NOTE: Prior to the start of the meeting David White from the TDA gave those present an update of the latest position concerning proposals for the Banjo and MDL car park area at Torquay harbour. This included a number of artist's impressions of possible development schemes. DW gave assurances that it was early days and the schemes were still fairly fluid in terms of proposed final designs. He also undertook to keep the Forum and the Harbour Committee informed of developments.

1.	Apologies for Absence	Action
	Apologies were received from Cllr J Richards, Cllr J Faulkner, Mr D Musgrove and Mr M Ould.	
2.	Minutes of the last meeting	Action
	It was agreed that the minutes of the 30 th August 2011 meeting were a true and accurate record of that meeting.	
3.	Matters Arising	Action
(a)	Marine Conservation Zones (MCZs) KM reported that Defra had identified that there were a number of gaps and limitations in the scientific evidence base supporting the MCZ recommendations. Consequently Defra have announced that a 6 month delay would occur in the MCZ designation process. An in depth review of the evidence base would be undertaken along with further seabed and habitat monitoring. It was therefore unlikely that the public consultation process would commence before the end of 2012. KM indicated that more information could be found on the Defra website.	All
(b)	Paignton Harbour – decriminalised parking review update KM reported that the review had resulted in an amended order being sought that would extend the 20 minute parking bays all through the season. Also, the permit only bays and loading bay would become enforceable all year round. JB highlighted the fact that the volumes of traffic using the harbour was disproportionate to its size and the use of the loading bay was abused by articulated lorries and commercial wagons monopolising the facility whether loading or not. KM responded that both he and JT were more than aware of his difficulties but there was very little additional action that could be taken unless it was found that vehicles were actually parked, not loading and obstructing the harbour operation. The amended TRO will now be progressed.	JT/KM
(c)	Ark Royal bid - update KM made those present aware that survey work needed to be carried out on various sites in Lyme Bay and that the MoD were due to make an announcement of their intentions in December or early in 2013.	PL
(d)	Oil Spill Response Plan - update A revised and updated plan had recently been drafted which had been circulated for consultation. PL asked everyone to let him know if they would like a copy or if they had any comments.	All
(e)	Port Waste Management Plan - update A revised and updated plan had recently been drafted which had been circulated for consultation. PL asked everyone to let him know if they would like a copy or if they had any comments. KM was asked to ensure that the fuel berth operator was circulated a copy of the plan and that they had a suitable plan of their own.	PL KM All
(f)	Broadsands Water Sport Centre - update Torbay Council continued to have aspirations about such a centre and possible partners included Grenville House, South Devon College and Paignton Sailing Club. However, no external funding was currently available and any scheme would probably have to be linked to any future development of Paignton Harbour.	

4.	Capital Works	Action
(a)	<p>Haldon Pier – update</p> <p>KM reported that the trial use of mini piles, as a repair methodology, had proved to be too intrusive and had caused some structural problems. Other repair methods will be used in the future. KM explained that some further work to the seaward side of the pier would be undertaken this winter along with some repairs to the inner wall. This work will include concrete spraying and some additional rock armouring in a small area close to the original end of the pier. Also, some underwater repairs to the foundation blocks on the inner face. These works are likely to proceed in December, January and February. A Notice to Mariners will be issued as required. The second bid for a further £7m funding from the EA was progressing ahead of submission in spring of 2012.</p>	KM
5.	Town Dock – Torquay	Action
	<p>KM informed the Forum that “No cycling” signs would be erected as would notices concerning subletting. He also said that similar information would be posted by email. Consideration was still being given to advertising on the bridge. There continued to be problems with cracking in the steel structure and a consultant metallurgist was being sought in an attempt to establish a long term solution. On a related matter KM explained to the Forum that the Beacon Quay pontoon ramp was currently away being refurbished. When the bridge returns it will be re-decked. KM was also considering solar lighting as an option.</p>	KM
6.	Torquay Inner Harbour - pontoon berths to replace chain moorings	Action
	<p>KM explained that the Harbour Committee had approved the principle of pontoon berths to replace chain moorings some time ago but this proposal had recently been supported by the Torquay Harbour Users Association. MR raised the issue of security and was assured that there would be a fairway around the edges of the harbour with access only being available via a bridge. The Forum was generally supportive of this pontoon project progressing sooner rather than later.</p>	KM
7.	Torquay Outer Harbour - drying grid proposal	Action
	<p>KM reported that the establishment of a drying grid may be obtainable with help from the European Fisheries Fund (EFF) and an area had been identified on the outer harbour side of South Pier. KM explained that the proposal was at an early stage and it could easily be affected/delayed by the need for an MMO consent. KM asked the Forum for comments and the response was generally supportive.</p>	KM
8.	Grinding Within Harbour Areas	Action
	<p>MS made the Forum aware of the impact that grinding activity could have on the gel coat of vessels. The airborne filings can cause considerable rust damage which can ruin the finish on GRP boats. MS continued by seeking the harbour authority’s support in assisting to identify an individual who had carried out this activity even though they had been told to cease on a number of occasions. KM said that he would treat this matter very seriously and if necessary he could withdraw the offer of a berth to offending vessels. Furthermore KM agreed to help by taking grinding samples to identify any culprits. He said he would also circulate a local Notice to Mariners to cover this issue and build the prohibition of grinding activities into the mooring policy for 2012.</p>	KM

9.	Increased Seagull Population	Action
	MS raised this as an issue stressing that the MDL pontoons were continually in need of cleaning. Following some debate of the cause of this apparent increase in seagull population KM agreed to talk to the Environmental Health officers but emphasized that he doubted anything would come of it as herring gulls were a protected species and could therefore not be subject to a cull.	KM
10.	Sustainable Transport Fund Bid – ferry infrastructure	Action
	KM reported that the Transportation Planning section of Torbay Council was leading on a sustainable transport bid from the Department for Transport. They were seeking funding to establish new pontoon infrastructure in support of an all year round fast and frequent ferry service between Torquay and Brixham. If successful any such funding would establish new passenger ramps and pontoons in both harbours. The Forum was also made aware that if successful there would be significant revenue funding to help subsidise such a ferry service for at least three years. KM stressed that local operators would have the opportunity to bid to run the service. KM agreed to keep the Forum updated on any developments, especially the location of any pontoon and ramp at Torquay harbour.	KM
11.	Harbour Committee External Adviser – update	
	The Harbour Committee Chairman and Vice Chairman had now shortlisted applicants and interviews were due to take place before the 5 th December.	
12.	Maritime Events 2012	Action
(a)	Proposed world record charity anchor attempt - MS MS made the Forum aware that having discussed the possibility with the RYA it was proposed to make an attempt to break the world record for the largest number of vessels anchored together in one place. The attempt would be made in July 2012 and the resulting log would be sent to the GB Olympic team in Weymouth by way of support. It was proposed that this be a charity event in support of the RNLI and that he had already consulted with JT (in his RNLI capacity). KM indicated that the harbour authority would need to examine the proposal before he could confirm agreement for the event but he said it sounded very exciting.	KM/JT/ MS
(b)	Events Schedule 2012 The request for events submissions had already been circulated, the result of which would be collated and analysed by the Deputy Harbour Master at Torquay who would consult with those making submissions, especially where there was any overlapping of bid dates. Everyone was asked to ensure that all event information was provided as soon as possible and the first version of the 2012 Maritime Events schedule would appear on the harbour authority website before Christmas.	All AF
13.	Port Marine Safety Code - Audit	Action
	KM advised the Forum that the annual Port Marine Safety Code audit report would be presented to the December Harbour Committee meeting, which in effect would confirm the Harbour Authority's compliance. KM highlighted that the position of an independent designated person to carry out subsequent audits was likely to be put out to tender for 2012.	KM

14.	Automated External Defibrillator	
	<p>KM made those present aware that the Chairman of the Harbour Committee had raised the possibility of such equipment being available in each harbour office but that investigation had shown that such kit was of considerable expense and the cost of ownership was fairly high in terms of replacement batteries, pads and the need for ongoing training for the likely users. Advice had been sought from a local paramedic and KM shared his views with the Forum. It was made clear that an emergency ambulance should normally reach Torquay harbour in less than eight minutes but that even a minute saved by administering this kind of treatment, could save a life. There followed some debate concerning expertise and liability with the general view being expressed that, whilst perhaps nice to have, under the circumstances it was probably not the best use of harbour funds.</p>	

15.	Harbour Budget and Charges 2012/2013	
	<p>KM explained to the Forum the reasons behind a recommended cash dividend to be paid by the harbour account to the Council, based on 2.5% of income. He went on to make the Forum aware of the proposed 4% average increase in harbour charges. However, he emphasised the different variations including the higher 5.5% increase in Town Dock charges. He explained that the increase had broadly been accepted by a meeting of the Torquay Harbour Users and that the Paignton Harbour Users meeting appeared more concerned by a proposal to resurrect the need to bring harbour dues in line with that of Torquay. The meeting of Brixham Harbour Users was yet to be held. The Forum did not express any firm views about these proposals.</p>	

16.	Harbour Committee	
(a)	Upcoming Agenda	
	<p>KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 5th December 2011 in the new Paignton Library.</p>	All

Next Meeting	21 st February 2012	10.30am
Venue	Torquay Harbour Office	
Future meetings	29 th May 2012	10.30am
Dates of Harbour Committee Meetings	5 th December 2011	5.30pm (Paignton)
	5 th March 2012	5.30pm (Torquay)
	11 th June 2012	5.30pm (Brixham)

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Meeting Title	Brixham Harbour Liaison Forum
Venue	Brixham Harbour Office
Date	23 rd November 2011 at 10.30

Present	Capt P Labistour (PL)	Cllr V Ellery (VE)	Mr R Smith (RS)
	Capt K Mowat (KM)	Mr D Saunders (DS)	Mr J Carter (JC)
	Mr D Bartlett (DB)	Mr C Coote (CC)	Mr D Jones (DJ)
	Mrs A Blackburn (AB)	Miss L Sandeman (LS)	Mr J Wilson (JW)

Agenda Items	<ol style="list-style-type: none"> 1. Apologies for absence 2. Minutes of the last meeting 3. Matters arising from the last minutes <ol style="list-style-type: none"> a) Electricity Recharge – update b) Photovoltaic Panels c) Oil Spill Response Plan - Review d) Port Waste Management Plan - Review e) New Restaurant/Fishmongers - update f) Boatyard Lease - Oxen Cove 4. Sustainable Transport Fund Bid - ferry infrastructure 5. INTERREG 4 6. Harbour Committee External Advisor - update 7. Yacht Club signage and slipway 8. Heritage Vessels 9. Fishing gear 10. Port Marine Safety Code - audit 11. Automated External Defibrillator 12. Harbour Budget and Charges 2012/13 13. Harbour Committee <ol style="list-style-type: none"> a) Upcoming Agenda <p>Date of next meeting</p>
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1.	Apologies for absence	Action
	Apologies were received from Richard Withey, Peter Bartlett, Nick Wright and Sandie Armstrong.	

2.	Minutes of the last meeting	Action
	It was agreed that the minutes of the meeting of the 31 st August 2011 were a true and accurate record of that meeting.	

3.	Matters Arising	Action
(a)	<p>Electricity Recharge – update PL stated that there would be a report going to the Harbour Committee on 5th December with the plans for recharging the electricity from the external power pillars around the fishing vessel basin. He indicated that a new smart system would ensure that the user pays. A power supply would be activated by use of a swipe card or a key fob and the information would be recorded and sent directly to the Harbour office for subsequent invoicing.</p>	PL
(b)	<p>Photovoltaic Panels KM informed the Forum that he has been pursuing this project alongside the Council to look at the possibility of having panels on the fish market roof. If installed it would provide the harbour authority with renewable energy, give a return on investment and reduce the port’s carbon footprint. Unfortunately, due to the recently announced reduction in the ‘Feed-in Tariffs’ this project is now unlikely to proceed in the short term, if at all. KM will keep the matter under review and see how the photovoltaic industry reacts to the changes.</p>	KM
(c)	<p>Oil Spill Response Plan – Review A revised and updated plan had recently been drafted which had been circulated for consultation. PL asked everyone to let him know if they would like a copy or if they had any comments. After the consultation the Plan will go to the MCA for approval. PL said he would get the feedback from the MCA sometime early next year and will let everyone know the outcome.</p>	PL
(d)	<p>Port Waste Management Plan - Review A revised and updated plan had recently been drafted which had been circulated for consultation. PL asked everyone to let him know if they would like a copy or if they had any comments.</p>	PL
(e)	<p>New Restaurant/Fishmongers - update KM advised the Forum that, last week, he and the Chairman had met with the prospective tenant in order to gain reassurance that the project was making progress. They were informed that the liquor license had been granted and a planning application was due to be submitted at the end of this week. Also, it was no longer intended to use the ground floor for take away fish and chips. The due date for the opening will be the Whitsun weekend 2012.</p>	
(f)	<p>Boatyard Lease - Oxen Cove PL informed the Forum that a report had been put together for the continued use of Oxen Cove car park for storage of equipment and boats with the addition of an external contractor leasing an area for all year round boat storage. This is not envisaged to take away any extra parking spaces, but to utilise and manage the existing fenced off area to its full potential. RS stated that the Oxen Cove car park was created for the harbour and leisure industry and that the Harbour Authority should be able to utilise the area as they see fit. The report would be put to the Harbour Committee on 5th December 2011. PL also reported that the Council are intending to increase the cost of the Oxen Cove discounted parking permits for harbour users - the increased figure is expected to be £340 a year. RS again stated that the Oxen Cove car park was part of the harbour estate and he felt aggrieved that the Council were upping their charges to an unacceptable level.</p>	PL

3.	Matters Arising – continued.....	Action
	RS was concerned that with all the harbour users efforts in making the port the success it has been this year, it was unfair and unacceptable for the Council to extract additional funds from the harbour users. He said the whole area around the Fish Quay should be used to service the tenants. The whole table agreed with this. KM stated that although he was sympathetic to this view, there was currently no consistency with various parking policies throughout the harbour, there were different systems for different users in different locations. i.e. on the Fish Quay there is free parking and elsewhere parking charges apply, we must have some consistency. KM agreed to investigate the proposed increase at Oxen Cove and PL agreed to look into a Brixham harbour estate parking strategy/policy.	KM PL
4.	Sustainable Transport Fund Bid – Ferry infrastructure	Action
	KM reported that the Transportation Planning section of Torbay Council was leading on a sustainable transport bid from the Department for Transport. They were seeking funding to establish new pontoon infrastructure in support of an all year round fast and frequent ferry service between Brixham and Torquay. If successful any such funding would establish new passenger ramps and pontoons in both harbours. The Forum was also made aware that if successful there would be significant revenue funding to help subsidise such a ferry service for at least three years. KM stressed that local operators would have the opportunity to bid to run the service. KM agreed to keep the Forum updated on any developments and if the bid is successful, drawings will be brought back to the Forum next year.	KM
5.	INTERREG 4	Action
	PL reported that the harbour authority had been invited to take part in a 3 year INTERREG 4 project called Patch 2, in which funds are available for a range of harbour projects. i.e. energy efficiency schemes. A minimum commitment of £100,000 per annum into the project is required but the funding intervention rate is 50%. Tor Bay Harbour's participation in the project would need to be confirmed by February 2012. PL explained that he will need to fully brief the Chairman and the Harbour Committee.	PL
6.	Harbour Committee External Advisor – update	Action
	PL reported that the process had commenced to appoint a fifth External Advisor to the Harbour Committee after the death of Chris Bedford. VE told the Forum that he and the Vice Chairman had now shortlisted applicants and interviews were due to take place on Monday 28 th November. He also said that there were some very strong candidates.	
7.	Yacht Club signage and slipway	Action
	PL reported that the Commodore of Brixham Yacht Club had come to the Harbour office to inform him of issues relating to the bottom of their slipway. PL had agreed that a survey should be carried out to see what can be done to improve the situation.	PL

8.	Heritage Vessels	Action
	<p>PL informed the Forum that there were currently two restoration projects taking place in the inner harbour this winter. After successfully getting a grant from the lottery fund, 'Leader' will be having new decking fitted and 'Pilgrim' will also be undergoing a major refit. VE informed the Forum that it would be a good idea to market this kind of activity as it would gain a lot of interest from the public and visitors who would be keen to see the vessels. PL agreed to work with VE on a marketing initiative.</p>	<p>PL</p>
9.	Fishing gear	Action
	<p>PL reported that there was a build up of pots and traps on the passenger pier at the moment and that this was mostly due to small day boats dumping equipment on the quayside. Usually harbour staff would move this kind of obstruction to the compound in Oxen Cove but unfortunately, at the moment, the temporary fork lift truck was not licensed to go on the road and so the equipment could not be easily moved.</p>	
10.	Port Marine Safety Code – Audit	Action
	<p>PL advised the Forum that the annual Port Marine Safety Code audit report would be presented to the December Harbour Committee meeting, which in effect would confirm the Harbour Authority's compliance. He went on to say that there were more accidents/incidents/near misses recorded this year than in previous years; however this is thought to be because of the better reporting system that the harbour authority now has in place.</p>	
11.	Automated External Defibrillator	Action
	<p>VE informed the Forum that he had been researching the practicalities of having an automated external defibrillator located at the two main harbours. They would be easy to use and require no training as they talk you through the process if an emergency occurs. Harbour staff are looking at the costs at the moment but because the cost would be met by the harbour account the Forum was asked for their views. The Forum was generally supportive of this idea but suggested that it should be located in a position with 24 hour access, like the gatehouse.</p>	
12.	Harbour Budget and Charges 2012/13	Action
	<p>KM informed the Forum that this year the Council had asked for cuts of 10% but after looking carefully at the budget it was agreed to recommend a dividend payment to the Council of 2.5% of income and even this had presented a significant challenge. KM went on to advise the Forum of the proposed 4% average increase in harbour charges. However, he emphasised the different variations including the continued equalisation of fishing vessel mooring fees at Brixham. He explained that the increase had broadly been accepted by a meeting of the Torquay Harbour Users and that the Paignton Harbour Users meeting appeared more concerned by a proposal to resurrect the need to bring harbour dues in line with that of Torquay. The meeting of Brixham Harbour Users was yet to be held. The Forum did not express any firm views or objections regarding these proposals, although a discussion was had about the concept of bringing harbour dues in line with that of Torquay.</p>	

13.	Harbour Committee	
(a)	Upcoming Agenda PL informed the Forum of the items on the agenda for the next Harbour Committee meeting on 5 th December 2011 in the new Paignton Library.	All

Next Meeting	22 nd February 2012	10.30am
Venue	Brixham Harbour Office	
Future meetings	30 th May 2012	10.30am
Dates of Harbour Committee Meetings	5 th December 2011	5.30pm (Paignton)
	5 th March 2012	5.30pm (Torquay)
	11 th June 2012	5.30pm (Brixham)

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Title: **Brixham Harbour Electricity Recharging System**

Public Agenda Item: **Yes**

Wards Affected: **Berry Head with Furzeham and other wards in Torbay**

To: **Harbour Committee** On: **5 December 2011**

Key Decision: **No**

Change to Budget: **Yes** Change to Policy Framework: **No**

Contact Officer: **Paul Labistour**

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✉ E.mail: Paul.Labistour@torbay.gov.uk

1. What we are trying to achieve and the impact on our customers

- 1.1 Tor Bay Harbour Authority needs to reduce its energy costs at Brixham harbour and this can be achieved by introducing an easy to use recharging system to the main power outlets around the fishing vessel basin.
- 1.2 By reducing our overall energy consumption we will also reduce the port's carbon footprint.
- 1.3 A user pays system should ensure that energy costs are recharged in a fair and equitable manner to those that actually use the facility.
- 1.4 There will be an impact on some of our customers who currently enjoy free use of electricity will in future pay for the power they consume.

2. Recommendation(s) for decision

- 2.1 **That, the Harbour Committee supports the procurement of an appropriate and cost effective recharging system to include the installation of equipment and software compatible with the Brixham harbour office Building Management System (BMS).**

2.2 That, the Executive Head of Tor Bay Harbour Authority, in consultation with the Chairman of the Harbour Committee, be asked to use his delegated authority to fund the electricity recharging system outlined within this report by using earmarked reserves.

2.3 That, the Executive Head of Tor Bay Harbour Authority, be authorised to submit funding bids to the European Fisheries Fund (EFF) and/or the EU INTERREG Programme to help offset the cost of the new electricity recharging system.

3. Key points and reasons for recommendations

3.1 Tor Bay Harbour Authority provides numerous electricity supply outlets to harbour users throughout the Brixham harbour estate. Many of these “plug-in” outlets are already served by simple card meters but some are not, including those that provide three phase electricity.

3.2 The harbour authority has been aware for some time that electricity costs in the fish market area have been on the increase and this has continued since the completion of the new development.

3.3 The increase in costs are due to a number of reasons :-

- i. Refurbishment of all the power supply and delivery boxes around the fishing vessel basin has resulted in electricity outlets being more widely available to the fishing industry.
- ii. Increases in electricity unit costs from the relevant service provider.
- iii. The development of the new fish market and office infrastructure which requires utility recharging to a range of tenants by way of a new Building Management System (BMS).

3.4 Brixham harbour’s annual electricity bill has risen from £55,412 in 2009/10 to £75,658 in 2010/11 (36.5%) and this cost has to be contained. Investigations have identified that one of the main sources of electricity consumption is fishing vessels plugged into the refurbished power supply boxes.

3.5 The introduction of a new recharging system to include the installation of equipment and software compatible with the Brixham harbour office BMS should encourage an overall reduction in electricity consumption. Such a system will also ensure that those who use the supply are charged accordingly and this new income will offset some of the rise in energy costs to the harbour authority.

For more detailed information on this proposal please refer to the supporting information attached.

**Kevin Mowat
Executive Head of Tor Bay Harbour Authority
Tor Bay Harbour Master**

**Paul Labistour
Tor Bay Harbour Master**

Supporting Information

A1. Introduction and history

- A1.1 Tor Bay Harbour Authority currently supply the Brixham fishing fleet and visiting fishing vessels with water and electricity when they are alongside the Brixham fish Market facility.
- A1.2 Fishing vessels require power alongside for a number of reasons. Namely to provide lighting and power to onboard equipment which range from winches to freezers and navigation instruments. Vessel owners also rely on shore power for contractors to carry out important maintenance and refit programmes for their vessels
- A1.3 When the vessels are at sea an on board power supply is provided through the use of generators and whilst they are alongside in Brixham they normally shut down the generator and hook up to the power supply pillars installed and maintained by the harbour authority.
- A1.4 Most of the fishing vessels currently operating from Brixham harbour do not pay for the supply of electricity and water which over recent years has resulted in inappropriate consumption of electricity. Tor Bay Harbour Authority is committed to ensuring that all harbour users pay for services where possible and we have been working for a number of years on achieving that aim by systematically installing power supply facilities which enable recharging. At the same time the harbour authority has introduced a system of monitoring various supplies to tenants, via the new BMS, and then recharging.
- A1.5 Harbour staff have been working with the Building Management Systems Engineer at the Torbay Development Agency to identify modification options to the current electricity supply system within the fishing vessel basin. Investigations have indicated that it is possible to install a system for monitoring and recharging the supplies being taken by the vessels from the power pillars. The works would be carried out by specialist contractors and the new system would be made up of the following elements :-
- A series of stainless steel mounted enclosures on top of the ten existing electrical supply outlets situated around the basin. Within these enclosures would be located various elements of the control system which would include card readers, with both three phase and single phase power meters, which would enable the electrical supplies to be monitored by the Harbour office.
 - A fibre optic system will be installed through existing ducts on the quayside which will provide the link to software installed on a computer in the Harbour office.
 - A further element of the installation will include swipe readers and the associated swipe cards which will interface with the existing meters.

- A1.6 The installed system would allow the customer to use electricity at any time through this smart system and they can be invoiced later by Harbour office staff.
- A1.7 Preliminary quotes for this specialist system have indicated an approximate cost of £60,000 and the harbour authority would expect the installation to have paid for itself within 5 years.
- A1.8 A number of the tenants at Brixham harbour also receive their power via the harbour authority because they do not have a direct supply from one of the main electricity providers. These tenants are already sub-metered and then recharged through the Harbour office Building Management System. This arrangement also helps to explain the overall increase in the harbour's annual electricity bill.

A2. Risk assessment of preferred option

A2.1 Outline of significant key risks

A2.1.1 There are no significant key risks if the system functions as expected and remains operational. This risk is mitigated by using the expert advice of the Torbay Development Agency's Building Management Systems Engineer during the research, procurement and commissioning phases.

A2.1.2 The purchase costs may be considered too high and the return on investment maybe slower than expected. This risk could be mitigated by the possibility of EFF or INTERREG 4 grant funding.

A2.2 Remaining risks

A2.2.1 The implementation of an electricity recharge system may alienate some fishermen, trawler owners and/or refit contractors. This risk is mitigated by the support received from Brixham Trawler Agents and the impact can be eased by a good communication exercise prior to commissioning.

A2.2.2 Some fishing vessels might revert to using their onboard generators which could prove to be a noise issue. This risk can be controlled by the Harbour Master and if the problem was significant it would be a matter for the Environmental Health officers.

A3. Other Options

A3.1 Do nothing and continue to face rising costs and energy waste.

A4. Summary of resource implications

A4.1 A fully functioning system for recharging electricity and one that is accepted and used properly by the harbour users will have a major resource implication by significantly reducing the harbour authority's energy costs. Consequently this will benefit all harbour users.

A4.2 Preliminary quotes for this specialist system have indicated an approximate cost of £60,000 and the harbour authority would expect the installation to have paid for itself within 5 years.

A5. What impact will there be on equalities, environmental sustainability and crime and disorder

A5.1 The recommendations in this report will impact on environmental sustainability because the new system for recharging for a plug in power supply will encourage harbour users to reduce energy consumption and lower the port's carbon footprint.

A5.2 It is not expected that the recommendations and subsequent installation will have any impact on equalities, crime or disorder.

A6. Consultation and Customer Focus

A6.1 This proposal has been discussed at the Brixham Harbour Liaison Forum on many occasions but most recently on the 23rd November 2011.

A7. Are there any implications for other Business Units?

A7.1 No.

Appendices

None.

Documents available in members' rooms

None.

Background Papers:

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

As built drawings for the MFV Basin refurbishment.

As built drawings for the Brixham Harbour Building Management System

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PIs/Projects 2011/12

Quarterly report for 2011/12, AY2010/11 and 2011

No headings

Filtered by Service: Tor Bay Harbour Authority

Filtered by Flag: Include: Tor Bay Harbour Authority

Key to Performance Status:

Projects:

Performance Indicators:									

Key to +/- Column:

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

PIs/Projects 2011/12

Performance Indicators

Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date
On Target	TDAMS01	<u>TDAMS01 Harbour estate lettings occupancy</u>	+	95.80%	100.00%	95.80%	95.80%			95.80% (2/4)
On Target	TDAMS04	<u>TDAMS04 Navigation Lights availability</u>	+	99.35%	100.00%	98.92%	98.64%			98.64% (2/4)
Well Above Target	TDAMS07	<u>TDAMS07 Brixham Harbour Fish Tolls</u>	+	£556,620.29	£474,000.00	£155,394.39	£310,661.18			£310,661.18 (2/4)
Data not due	TDAMS08	<u>TDAMS08 Harbour Users Survey</u>	+	82%	85.0%	n/a	n/a	n/a	n/a	n/a
Data not due	TDAMS09	<u>To monitor and support staff through induction and appraisal reviews</u>	+	100%	100%	n/a	n/a	n/a	n/a	n/a

PIs/Projects 2011/12

Performance Indicators

Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date
On Target	THARB02	<u>Help provide appropriate sea and flood defences</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	THARB04	<u>To assist in the collection of spatial mapping data</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
Data not entered	THARB08	<u>To Produce and Review a Risk Register for the Business Unit</u>	+	Yes	Yes	n/a	n/a	n/a		
Data not due	THARB09	<u>To produce, promote and reprint the Tor Bay Harbour Guide</u>	+	n/a	Yes	n/a	n/a	n/a		n/a
On Target	THARB11	<u>Reduce the number of reportable accidents including (RIDDOR)</u>	-	3	6	1	3			3 (2/4)
On Target	THARB13	<u>Maintain the bilateral agreement with the UK Hydrographic Office</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
On Target	THARB16	<u>To Provide Visitor Moorings</u>	+	Yes	Yes	n/a	n/a	n/a	Yes	Yes
Data not due	THARB17	<u>Implement the safety management improvement plan</u>	+	95%	95%	n/a	n/a	n/a		n/a
Data not due	THARB21	<u>Test and Review a Business Continuity Plan for the Business Unit</u>	+	No	Yes	n/a	n/a	n/a		n/a
Well Above Target	THARB23	<u>To Reduce Staff Absence</u>	-	2.42%	2.50%	1.19%	0.97%			1.06% (7/12)
Data not due	THARB25	<u>To keep existing businesses and attract new activities</u>	+	Yes	Yes	n/a	n/a	n/a		n/a

PIs/Projects 2011/12

Performance Indicators										
Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date
Above Target	THARB26	<u>% Variation on Budgeted Income - Tor Bay Harbour Authority</u>	+	5.10%	0.00%	0.74%	2.60%			2.60% (2/4)
Below Target	THARB27	<u>% Variation on Budgeted Expenditure - Tor Bay Harbour Authority</u>	-	-1.20%	0.00%	1.70%	3.40%			3.40% (2/4)
On Target	THARB28	<u>Undertake routine maintenance of harbour infrastructure</u>	+	n/a	Yes	Yes	Yes			Yes (2/4)
On Target	THARB29	<u>Issue local Notices to Mariners and enforce Harbour Byelaws</u>	+	n/a	Yes	Yes	Yes			Yes (7/12)
Data not due	THARB31	<u>Safety Management System audit completed and improvement plan agreed</u>	+	n/a	Yes	n/a	n/a	n/a		n/a
Data not due	THARB32	<u>Review and exercise the Tor Bay Harbour Emergency Response Plan</u>	+	n/a	Yes	n/a	n/a	n/a		n/a
Data not due	THARB33	<u>Review the delegated powers of the Executive Head of Tor Bay Harbour Authority</u>	+	n/a	Yes	n/a	n/a	n/a		n/a
Data not due	THARB34	<u>Review of existing harbour powers</u>	+	n/a	Yes	n/a	n/a	n/a		n/a
Below Target	THARB35	<u>Refresh the Tor Bay Harbour Website</u>	+	n/a	Yes	No	No			No (7/12)
On Target	THARB37	<u>Continue Benchmarking through relevant trade and professional associations</u>	+	n/a	Yes	Yes	Yes			Yes (2/4)
Data not due	THARB39	<u>Complete Equality Impact Assessments</u>	+	n/a	Yes	n/a	n/a	n/a		n/a

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PIs/Projects 2011/12**Performance Indicators**

Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date
due										
Data not due	THARB40	<u>Implement Equality Impact Assessment Improvement Plans</u>	+	n/a	Yes	n/a	n/a	n/a		n/a
Data not due	THARB42	<u>To review the Tor Bay Harbour Operational Moorings Policy</u>	+	n/a	Yes	n/a	n/a	n/a		n/a
Below Target	THARB43	<u>Influence decision making over the management measures of the new SAC in Torbay</u>	+	n/a	Yes	No	No			No (2/4)
On Target	THARB44	<u>Influence decision making over the location of Marine Conservation Zones</u>	+	n/a	Yes	Yes	Yes			Yes (2/4)
On Target	THARB51	<u>Lay seasonal 5-knot buoys & navigational marks</u>	+	n/a	Yes	n/a	n/a	n/a	Yes	Yes
Data not due	THARB59	<u>Agree the Tor Bay Harbour Authority Business Plan</u>	+	n/a	Yes	n/a	n/a	n/a		n/a
Data not due	THARB60	<u>Produce an Asset Management Plan for the Business Unit</u>	+	n/a	Yes	n/a	n/a	n/a		n/a
Data not due	THARB61	<u>Undertake Energy Audits at each enclosed harbour</u>	+	n/a	Yes	n/a	n/a	n/a		n/a
Data not due	THARB62	<u>Set the Tor Bay Harbour Charges and Harbour Budget</u>	+	n/a	Yes	n/a	n/a	n/a		n/a
On Target	THARB64	<u>Set up an appropriate Audit Plan for Tor Bay Harbour Authority</u>	+	n/a	Yes	n/a	n/a	n/a	Yes	Yes

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PIs/Projects 2011/12

Performance Indicators

Status	Code	Title	+/-	Prev Year End	Annual Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Actual to Date
On Target	THARB65	<u>% of responses who believe Torbay Harbour Authority are properly managing safety in Torbay Harbour</u>	+	n/a	93.0%	n/a	n/a	n/a	95.9%	95.9%

Projects

Project Status	Code	Title	Project End	Last Review Date	Achieved	Missed	Arising
On Target	THARB63	<u>Analyse our visitor data and explore marketing opportunities</u>	31/03/2031 (due)	01/10/2011	Marketing opportunities are being explored with the English Riviera Tourism Company		
On Target	THARB15	<u>Annual audit/inspection from Trinity House</u>	31/12/2031 (due)	30/09/2011	Inspected by Trinity House on 29th June 2011 last audited on 8th February 2011.		
On Target	THARB41	<u>Business case for future service delivery options for Tor Bay Harbour Authority</u>	30/03/2012 (due)	01/09/2011	Commissioning of Tor Bay Harbour Authority supported by the Mayor & CEO		
On Target	THARB52	<u>Continue to encourage young people to engage in marine activities</u>	31/03/2031 (due)	01/09/2011	50% reduction in harbour charges for young people under 18 years. Foregone rent for youth groups with premises on the harbour estate.		
On Target	THARB56	<u>Contribute to tourism by working to support event organisers</u>	31/03/2031 (due)	01/09/2011	To the end of August - 49 maritime events supported in 2011.		
On Target	THARB54	<u>Deliver a "Port Masterplan" for Tor Bay Harbour</u>	31/03/2013 (due)	01/09/2011	Harbour Committee decision expected in December 2011		
On Target	THARB47	<u>Help to produce a Coastal Zone Management Plan in consultation with stakeholder groups</u>	31/03/2014 (due)	01/09/2011	Work commenced through a partnership with SeaTorbay		
On	THARB53	<u>Improve understanding of the work of the Harbour</u>	31/03/2031	01/09/2011	Talk given to the Royal Torbay Yacht Club on 11th March 2011.		

PIs/Projects 2011/12

Projects							
Project Status	Code	Title	Project End	Last Review Date	Achieved	Missed	Arising
Target		<u>Authority through talks, boat trips, open days, etc</u>	(due)				
On Target	THARB48	<u>Investigate renewable energy projects for use on the harbour estate</u>	01/04/2013 (due)	01/09/2011	£48k has been earmarked from the Brixham Harbour reserve to fund a 10kw Photovoltaic solar energy system on the new fish market roof at Brixham.		
On Target	THARB30	<u>Manage the seasonal beach/harbour patrol craft</u>	31/10/2015 (due)	01/09/2011	Achieved under a reduced budget but with reduced hours on the water.		
On Target	THARB18	<u>Produce schedule of Maritime events</u>	31/03/2031 (due)	21/02/2011	Draft schedule was not uploaded on time but the final version was published on the 28th January 2011, ahead of schedule.		
On Hold	THARB20	<u>Replace chain mooring with pontoon berths in Torquays inner harbour</u>	03/06/2013 (due)	01/09/2011	Project target is now winter 2012/2013		
On Target	THARB31	<u>Review and improve the Safety Management System software</u>	29/03/2013 (due)	01/09/2011	Currently investigating bespoke software options		
No Data available	THARB24	<u>Review Equality Impact Assessments for Tor Bay Harbour Authority</u>	31/12/2011 (due)	30/11/2011 (overdue)			
On Target	THARB14	<u>Review visitor feed back forms</u>	31/03/2031 (due)	01/09/2011	Explanation given over "Drinking Water" signage but no other actions required at this time.		
On Target	THARB49	<u>Submit plans to improve passenger landing facilities at Torquay & Brixham</u>	29/03/2013 (due)	01/09/2011	Funding bid submitted by Transport Planning colleagues.		
Behind Target	THARB36	<u>Supply up to date/live weather and tidal data to the Tor Bay Harbour website</u>	30/03/2012 (due)	30/09/2011		Project delayed due to IT technical issues - end date extended to March 2012.	

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Projects												
Project Status	Code	Title	Project End	Last Review Date	Achieved	Missed	Arising					
Behind Target	THARB50	<u>Support the development of a Maritime Centre of Excellence</u>	31/03/2012 (due)	30/11/2011		Discussions have resumed with the TDA and Visitor & Resident Services regarding a possible development at Broadsands Beach.						
On Target	THARB06	<u>To continue to work with relevant voluntary and/or community organisations</u>	31/03/2031 (due)	01/09/2011	New National Coastwatch station opened in Torquay in August 2011.							
On Target	TDAMS10	<u>To Encourage Harbour Masters to fully complete CPD records</u>	31/03/2031 (due)	01/09/2011	Harbour Masters are members of the UKHMA - CPD soon to be web based. Kevin Mowat working on Expert Panel to deliver National Occupational Standards for UK Harbour Masters.							
On Target	THARB07	<u>To hold quarterly meetings with harbour users and stakeholders</u>	31/03/2012 (due)	31/12/2010	Harbour Liaison Forum meetings held on 23rd & 24th November 2010							
On Target	THARB12	<u>To support and engage with Coastal Partnership - Sea Torbay</u>	31/03/2031 (due)	01/09/2011	Last Steering Group attended was 1st March 2011. Mayor briefed with Sea Torbay Chairman on 22nd August 2011.							
On Target	THARB57	<u>Work collaboratively with the English Riviera Tourism Company Ltd</u>	31/03/2031 (due)	01/10/2011	Currently engaged with the ERTC on a cruise ship initiative. Harbour Committee Chairmen meets regularly with ERTC CEO and improved coverage of Paignton Harbour requested for 2012 English Riviera Tourism Guide.							
On Target	THARB58	<u>Work with the Economic Development Company (TDA) on marine & waterfront projects</u>	31/03/2031 (due)	01/10/2011	Thenew "Crab Quay House" restaurant in the new fish market complex - due to open Whitsun 2012. Working with TDA on development of MDL car park at Torquay harbour and exploring the options for a Watersports Centre at Broadsands Beach.							

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Projects							
Project Status	Code	Title	Project End	Last Review Date	Achieved	Missed	Arising
Behind Target	THARB55	<u>Working with stakeholders to investigate options to improve the manag of the new Fish Market complex</u>	29/03/2013 (due)	01/09/2011		Talks are ongoing with Brixham Trawler Agents but progress delayed while everyone settles into the new development.	

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