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Dear Member

HARBOUR COMMITTEE - MONDAY, 17 SEPTEMBER 2012

I am now able to enclose, for consideration at the Monday, 17 September 2012 meeting of the Harbour Committee, the following reports that were unavailable when the agenda was printed.

Agenda No	Item	Page
6.	Torquay/Paignton and Brixham Harbour Liaison Forums	(Pages 54 - 61)

Yours sincerely

Kay Heywood
Clerk

Meeting Title	Torquay & Paignton Harbour Liaison Forum
Venue	Torquay Harbour Office
Date	4 th September 2012 at 10.30

Present	Capt K Mowat (KM)	Mr C Baker(CB)	Mrs H Bruce (HB)
	Mr J Turner (JT)	Mr J Bond (JB0)	Mrs C Clayton (CC)
	Cllr J Richards (JR)	Mr A Brown (AB)	Cllr M Hytche (MH)
	Cllr J Faulkner (JF)		

1. Apologies
2. Minutes of the last meeting
3. Matters arising from the last minutes
 - a) Torquay harbour drying grid proposal - update
 - b) Sustainable Transport Fund Bid - update
 - c) Town Dock – waste, water & electricity - agenda item
 - d) Budget Outturn - use of surplus
 - e) Tie down points for Beacon Quay boat park – WB & KM
 - f) Bad weather launching & lifejackets advice
 - g) Gateway signage – update – KM & JT
4. Capital Works
 - a) Haldon Pier - update
 - b) Princess Pier - update
 - c) Torquay inner harbour pontoon berths - update
5. Town Dock - visitors, waste, water & electricity
6. Harbour Committee - External Advisor future vacancy
7. Tor Bay Harbour Business Risk Register - review
8. Tor Bay Harbour Marine Environment Policy Statement - review
9. The creation of an Artificial Reef in Tor Bay Harbour
10. Maritime Events 2012
11. Harbour Charges 2013/14
12. Harbour Committee
 - a) Upcoming Agenda
13. Tor Bay Harbour Port Master Plan – stakeholder event

Date of the next meeting 27th November 2012 10.30am

1.	Apologies for Absence	Action
	Apologies were received from Cllr V. Ellery, Capt P. Labistour, Cllr N. Amil, Cllr B McPhail, Mr G. Jennings, Mr D. Musgrove, Mr B. Butcher, Mr M. Ould and the Mayor.	

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

3.	Matters Arising	Action
(a)	<p>Torquay harbour drying grid proposal - update KM proposed that Case Consultants be appointed to produce outline drawings and budget costings. This was agreed by the Forum. He also emphasised that consent from the Marine Management Organisation (MMO) would be needed and that EFF funding was still a possibility.</p>	KM
(b)	<p>Sustainable Transport Fund Bid - update KM indicated that invitations to tender for the pontoon infrastructure would be out shortly and the results should be known by the next Forum meeting. It was accepted that not all parties saw Beacon Quay as the long term solution and in any event the new structure would not be compatible for use by visiting cruise ship tenders. KM said that it would therefore be necessary to install a new bridge access to the pontoons on Haldon Pier, to replace the existing gangway. The Forum were reminded that the long term solution to berthing the new ferry service in Torquay had been tasked to a working group consisting of relevant officers, Councillors and harbour stakeholders. In response to a question from HB concerning Paignton Harbour's involvement in the new service KM replied that there was simply not enough water to allow for the ferry to call at all states of the tide. KM indicated that Paignton harbour could be a stop off for the ferry in the future but it would depend on the operator, the demand and the construction of a new deep water berth.</p>	
(c)	<p>Town Dock - visitors, waste, water & electricity To be discussed as a main Agenda item</p>	
(d)	<p>Budget Outturn 2011/12 KM advised that the declared surplus for 2011/12 had been used to reduce the overall level of harbour borrowing, as agreed by the Harbour Committee.</p>	
(e)	<p>Tie down points for Beacon Quay boat park KM & WB had yet to progress this matter but it would now need to be delayed until such time as any changes to the configuration of the boat park were known given the potential impact of the new ferry infrastructure in April 2013. KM indicated that this issue was therefore currently on hold.</p>	KM
(f)	<p>Bad weather launching and lifejackets advice. This matter had been raised by WB. KM stated that advice was normally always given but it was not legally possible to stop a launch or insist that people wear a lifejacket. He indicated that these issues had been discussed at staff meetings since the Forum last met. Both KM & JT stated that the very tragic loss of life in Scotland recently should be a warning to all users and JT hoped that the RNLI would use this as an example of the need for proper lifejackets rather than just buoyancy aids.</p>	KM/JT
(g)	<p>Gateway signage - update HB and CC asked the Forum why at the last meeting not everyone approved of the design put forward for gateway signage at Paignton harbour. They did not understand why some Forum members believed that it would have little impact. KM and others explained to CC and HB the nature of the previous discussions and the Forum's thinking on this matter.</p>	

3.	Matters Arising - continued	Action
(g)	<p>He went on to stress that the subject was not dead and consideration was being given to a range of options, including smaller directional signage along the promenade. Also, KM & JT had managed to get some harbour information, on all three harbours, into electronic tourist guides and touch screen displays. JT had also been asked to survey all signage pointing to Paignton harbour and consequently the Harbour Authority would be pursuing new 'Brown' attraction signs. A number of the Forum felt that the archway was not particularly welcoming and that an illuminated sign should be displayed on the Harbour Lights building. KM responded that the tenant was not keen on such signage but he would continue to explore the various options to improve footfall to the harbour area.</p> <p>Additional Matter Arising The issue concerning Blue Sea Food (BSF) was also discussed at length, especially the impact their presence had had on footfall. KM emphasised that both JT and the Harbour Committee Chairman had opposed the recent planning application. The continued BSF overspill operation on the harbour estate was clearly not compatible with the leisure industry and the overall harbour operation. KM had made his views clear from the beginning and he had made this same view known to other shellfish operators at Paignton harbour. KM said that the Harbour Authority's view had remained consistent throughout.</p>	KM/JT

4.	Capital Works	Action
(a)	<p>Haldon Pier – update KM reported that a small amount of concrete spraying was required to complete the repairs to the outside of Haldon Pier. This work, together with a small amount of additional rock armouring and further underwater repairs, would be undertaken in the autumn/winter. These works were expected to absorb most of the balance of the £1.3m EA funding and bring the total repair spend to some £3.1m.</p>	
(b)	<p>Princess Pier – update KM confirmed that the Council continued to work on a further bid for Environment Agency funding, to be submitted later this year. This summer a further underwater survey had highlighted some significant scour damage in way of the steps both on the outside and inside of the Pier. KM indicated that at the very least he would attempt to have the inside steps repaired by Easter 2013.</p>	KM
(c)	<p>Torquay inner harbour pontoon berths - update KM said that a report was due before the Council in September but this might be delayed until October. This delay was to allow for some soft marketing to be carried out following some suggestions that the market conditions might not be right for the scheme to be fully occupied. KM stated that he and his harbour colleagues did not share this view but equally he could not ignore it.</p>	KM

5.	Town Dock – visitors, waste, water & electricity.	Action
	<p>KM stated that although there was no intention to provide full marina style facilities he was still planning to install one additional water point on each of the main pontoon legs. It was also indicated that slow progress was being made with TOR2 to improve the waste recycling facilities. CB requested that additional litter bins be provided on North Quay as ferry passengers were constantly leaving rubbish in amongst the fishing gear store.</p>	KM

6.	Harbour Committee – External Advisor future vacancy	Action
	KM announced that after the next Harbour Committee meeting Bill Butcher’s term of office as an External Advisor to the Committee would be complete. The subsequent vacancy would be advertised, applicants would be short listed and the Harbour Appointments Sub-Committee would make a recommendation to the December meeting of the full Harbour Committee. If anybody was interested in this vacancy they should contact KM.	ALL
7.	Tor Bay Harbour Business Risk Register - review	Action
	KM said that he had circulated the Register before the meeting and he asked the Forum for any comments. JF suggested that Risks 1 & 4 could have additional control measures relating to marketing opportunities and attracting/retaining businesses. KM stated that these were both existing performance indicators and that he would update the Risk Register accordingly.	KM
8.	Tor Bay Harbour Marine Environmental Policy Statement - review	Action
	KM highlighted some suggested changes to the Tor Bay Harbour Marine Environmental Policy Statement and emphasised that this policy would form part of the Port Master Plan. The Forum had no further comments to add to the statement.	
9.	The creation of an artificial reef in Tor Bay Harbour	Action
	KM announced that although the issue of the “Ark Royal” had gone quiet there was now a proposal to create an artificial reef north of Hope’s Nose. This site would be outside of the Special Area of Conservation but within Tor Bay Harbour limits. The reef was not expected to cause any significant hazard to navigation but the views of the fishing industry were needed either before or after any submission to the Marine Management Organisation. CB said that he thought that the reef site would have an impact on local fishermen and that he would need to discuss the proposal with his fishermen colleagues.	CB
10.	Maritime events 2012	Action
	KM made the Forum aware of the maritime events remaining in 2012.	
11.	Harbour Charges 2013/14	Action
	KM indicated that the current view was that as the Torquay and Paignton account would be showing a deficit it could be anticipated that an increase in charges would be required in 2013/14. A figure of 2.5% appeared in the medium term forecast within the Business Plan and KM said that this was already looking like a possible recommendation. Although it was too early to be certain about next year’s budget, KM said that it was important to be realistic and he wanted to start the discussion with the harbour user groups as soon as possible.	KM
12.	Harbour Committee	Action
(a)	Upcoming Agenda KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 17 ^h September 2012 at the Town Hall in Torquay.	

13.	Tor Bay Harbour Port Master Plan – stakeholder event	Action
	<p>KM explained the process that was underway regarding the development of a Port Master Plan for Tor Bay Harbour. It would be a significant strategic document for the Harbour Authority looking at development aspirations over the next 20 to 30 years. As part of the process a large stakeholder event was being planned for October 2012. KM added that more details would follow but he urged everyone present to try and attend this important event.</p> <p>(** Post meeting note – date now fixed for Thursday 11th October 2012)</p>	KM

Next Meeting

Venue

Future meetings

27 th November 2012	10.30am
Torquay Harbour Office	
5 th March 2013	10.30am

Dates of Harbour

Committee

Meetings

17 th September 2012	5.30pm (Torquay)
17 th December 2012	5.30pm (Torquay)
18 th March 2013	5.30pm (Brixham)

Meeting Title	Brixham Harbour Liaison Forum
Venue	Brixham Harbour Office
Date	5 th September 2012 at 10.30

Present	Capt P Labistour (PL)	Mr Simon Beer (SB)	Mr R Smith (RS)
	Mr D Bartlett (DB)	Mr D Saunders (DS)	Mr John Wilson (JW)
	Mrs A Blackburn (AB)	Mr P Bartlett (PB)	Mr Dave Jones (DJ)
	Capt B Curtis (BC)	Clr Michael Hytche(MH)	

Agenda Items	1. Apologies for absence
	2. Minutes of the last meeting
	3. Matters arising from the last minutes
	a) Sustainable Transport Fund Bid - update
	b) Crab Quay Restaurant
	c) Oxen Cove slipway
	4. Waste Management
	5. Port Facility Security Plan
	6. Electricity Recharge Project
	7. Regeneration Project
	8. Maritime Events
	9. Winter Storage - dates
	10. Harbour Committee Agenda
	11 Port Master Plan - Stakeholder Event
12 Harbour Committee - External Advisor future vacancy	
13 Harbour work boat	

1.	Apologies for absence	Action
	Apologies were received from Kevin Mowat, Mike Morey, and Stuart Elliman.	

2.	Minutes of the last meeting	Action
	It was agreed that the minutes of the meeting of the 30 th May 2012 were a true and accurate record of that meeting.	

3.	Matters Arising	Action
(a)	Sustainable Transport Fund Bid-update PL informed the Forum that the project is moving along as planned and that the Council are continuing to work towards a three year contract for a frequent ferry service to run between Torquay and Brixham and that the new service will be going out to tender very soon.	

3.	Matters Arising	Action
(b)	<p>Crab Quay Restaurant PL reported that the restaurant was now up and running and all seemed to be well.</p>	
(c)	<p>Oven Cove Slipway PL informed to the Forum that there are still outstanding works to be completed on the slipway, and that the Yacht Club have come up with some suggestions that will be discussed at a meeting, with the Harbour Authority, to be held on the 17th September. The outcome will be reported back to the Forum at a later date.</p>	PL
4.	Waste Management	
	<p>PL reported that there had been problems with waste management relating to some of the harbour tenants, including the new restaurant. The issues concerned not taking their waste away in good time, which then caused problems with maggots and nasty odours coming from the waste bins. It has therefore been decided that the solution to this will be for the Harbour Authority to take over their waste management arrangements, as set out in their leases, and re-charge the service accordingly.</p>	PL
5.	Port Facility Security Plan	
	<p>PL informed the Forum that the Port Facility Security Plan would be audited by the Department for Transport next week and it was also due for a full review in 2013.</p>	PL
6.	Electricity Recharge Project	
	<p>PL reported that the new computers had now been installed in the Harbour Office to allow the Harbour Authority to re-charge the vessels around the MFV basin for the power that they use. The works are due to be completed in the next 4 to 6 weeks and a letter is to be sent out shortly to inform the industry of these changes.</p>	PL
7.	Regeneration Project	
	<p>PL stated that the project to build a new quay, fish market and offices, etc, had been formally closed off at a meeting held last week. A couple of small latent defects remain but the cost of correcting these would be taken out of the contract retention sum.</p>	PL
8.	Maritime Events	
	<p>PL indicated that the tall ship 'Stavros S Niarchos' was due to come into Brixham this Friday and would be staying until Monday 10th September. The Michelmores Cup would be taking place on the 15th September and Fishstock was to be held on the 8th September.</p>	

9.	Winter Storage	
	PL reported that the winter storage lift out for this year would be on the 18 th and 19 th of October. Storage of boats would be in the usual areas on the Oxen Cove site and the Breakwater site. The lift back in was due to be on the 29 th March 2013.	
10.	Harbour Committee Agenda	
	PL informed the Forum that the Harbour Committee would be held on the 17 th September in Torquay and he ran through the Agenda items, which would include the approval of the Tor Bay Harbour Marine Environmental Policy Statement and a review of the Harbour Authority Business Risk Register. The Forum also discussed the proposal for an Artificial Reef in Tor Bay, which would also feature on the Committee's agenda.	ALL
11.	Port Master Plan - Stakeholder Event	
	PL reminded the Forum that the Harbour Committee had agreed to create a Port Master Plan. The cost of the plan would be circa £50 000 and the Harbour Authority has put in a bid for 50% funding. A stakeholder open day will be on the 11 th October 2012 and Forum members will be informed with more details at a later date.	PL
12.	Harbour Committee - External Advisor future vacancy	
	PL informed the Forum that there would soon be a vacancy for an External Advisor to the Harbour Committee. The position would be for 4 years, with the possibility of being re-appointed for a further 4 years. If anyone was interested they should contact Kay Heywood, Governance Support Officer, on 01803 207026.	ALL
13.	Harbour work boat	
	PL informed the Forum that the Harbour Authority would be looking at purchasing a new work boat to replace the 'Orca' and the 'Lord Haldon'. Both of these existing craft were becoming very expensive to maintain and they no longer serve the purpose for which they were acquired.	PL

Next Meeting

28th November 2012 10.30am

Venue

Brixham Harbour Office

Future meetings

6th March 2013 10.30am

Dates of Harbour Committee Meetings

17th September 2012 5.30pm (Torquay)
17th December 2012 5.30pm (Torquay)
18th March 2013 5.30pm (Brixham)