



Friday, 14 September 2018

## **HARBOUR COMMITTEE**

A meeting of **Harbour Committee** will be held on

**Monday, 24 September 2018**

commencing at **5.30 pm**

The meeting will be held in the Meadfoot Room, Town Hall, Castle Circus,  
Torquay, TQ1 3DR

### **Members of the Committee**

Councillor Amil	Councillor Lewis (C)
Councillor Bye	Councillor O'Dwyer
Councillor Carter	Councillor Pentney
Councillor Ellery	Councillor Robson
Councillor Hill	

### **External Advisors**

Mr Blazeby, Mr Buckpitt, Mr Day, Mr Ellis and Mr Stewart

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**A prosperous and healthy Torbay**

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For information relating to this meeting or to request a copy in another format or language please contact:

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# HARBOUR COMMITTEE AGENDA

1. **Election of Chairman/woman**  
To elect a Chairman/woman for the remainder of the 2018/2019 Municipal Year.
2. **Appointment of Vice-Chairman/woman**  
To appoint a Vice-Chairman/woman for the remainder of the 2018/2019 Municipal Year.
3. **Apologies**  
To receive apologies for absence, including notifications of any changes to the membership of the Committee.
4. **Minutes** (Pages 4 - 6)  
To confirm as a correct record the Minutes of the meeting of the Committee held on 18 June 2018.
5. **Declarations of interest**
  - (a) To receive declarations of non pecuniary interests in respect of items on this agenda  
**For reference:** Having declared their non pecuniary interest members may remain in the meeting and speak and, vote on the matter in question. A completed disclosure of interests form should be returned to the Clerk before the conclusion of the meeting.
  - (b) To receive declarations of disclosable pecuniary interests in respect of items on this agenda  
**For reference:** Where a Member has a disclosable pecuniary interest he/she must leave the meeting during consideration of the item. However, the Member may remain in the meeting to make representations, answer questions or give evidence if the public have a right to do so, but having done so the Member must then immediately leave the meeting, may not vote and must not improperly seek to influence the outcome of the matter. A completed disclosure of interests form should be returned to the Clerk before the conclusion of the meeting.  
  
(**Please Note:** If Members and Officers wish to seek advice on any potential interests they may have, they should contact Governance Support or Legal Services prior to the meeting.)
6. **Urgent items**  
To consider any other items that the Chairman decides are urgent.
7. **Torquay Fuel Station** (Pages 7 - 9)  
To consider a report on the most efficient and effective way of providing a marine fuel service in Torquay harbour.
8. **Parking on the Fish Quay** (Pages 10 -

- To consider a report that seeks agreement of future parking arrangements for the Fish Quay, Brixham Harbour. 17)
9. **Tor Bay Harbour Authority Budget Monitoring 2018/19** (Pages 18 -  
To note the update on the overall budgetary position of Tor Bay 24)  
Harbour Authority.
10. **Performance Monitoring** (Pages 25 -  
To note the performance data for the Harbour Authority. 28)
11. **Torquay/Paignton and Brixham Harbour Liaison Forums** (To Follow)  
To note the minutes of the above Harbour Liaison Forums.



## Minutes of the Harbour Committee

18 June 2018

**-: Present :-**

Councillors Amil, Bye, Ellery, Hill, Pentney and Robson

External Advisors: Mr Buckpitt and Mr Stewart

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### **1. Election of Chairman/woman**

Councillors Bye and Ellery were proposed/seconded but the vote equally split, so it was agreed to draw lots. Councillor Ellery's name was chosen and he was elected Chairman for the 2018/19 Municipal Year.

Councillor Ellery in the Chair.

### **2. Communication**

The Chairman and Committee expressed their condolences to Mr Day for his recent family bereavement.

### **3. Appointment of Vice-Chairman/woman**

Councillor Amil was appointed Vice-Chairwoman for the 2018/19 Municipal Year.

### **4. Apologies**

Apologies for absence were received from Councillors Carter and O'Dwyer and Messrs Day and Ellis.

### **5. Minutes**

The Minutes of the meeting of the Harbour Committee held on 2 May 2018 were confirmed as a correct record and signed by the Chairman.

### **6. WW1 Commemorative Art Installation**

The Committee received a verbal presentation from the Tor Bay Harbour Master on commemorative art installation on harbour land across Torbay. The Committee was advised that the Council does not have set policy which would address requests from various organisations and provide guidelines on matters such as suitable location and length of display.

The Committee were in support of art installation at Harbours in Torbay and requested Harbour Master to develop a policy for approval at a future Harbour Committee.

Resolved:

That the Tor Bay Harbour Master prepare a Policy on art installations at harbours across Torbay. The Policy should include appropriate locations in each of the Harbours, the timescale for the display, clear guidelines on the types of installation which would be deemed as appropriate.

## **7. Appointment of Harbour Appointments Sub-Committee**

The Committee considered the submitted report on the appointment of the Harbour Appointments Sub-Committee which considers applications for External Advisors to the Harbour Committee and makes recommendations to the Committee on suitable appointments to those positions. It was noted that the Committee had resolved in 2017 for the Sub-Committee to comprise of five members of the Harbour Committee.

Resolved:

That the Harbour Appointments Sub-Committee be appointed to comprise five members of the Harbour Committee (The Chairman, Vice-Chairman and Councillors Bye, Carter and Pentney) with the following Terms of Reference:

To consider ad hoc applications for external advisor positions on the Harbour Committee and recommend to the Harbour Committee the persons who should be appointed to those posts as and when vacancies arise. And to determine the rolling programme for advisors' tenure.

## **8. Pilotage Review Working Party**

The Committee received the submitted report on the appointment of a Pilotage Review Working Party which reviews the Pilotage arrangements for Tor Bay Harbour.

In June 2017 it was resolved that a Pilotage Review Working Party, comprising of two of the External Advisors (Capt. Lloyd and Mr Buckpitt) be appointed to work alongside Officers to review the Pilotage arrangements for Tor Bay Harbour and to recommend to the Harbour Committee any amendments to the Pilotage Directions as and when appropriate. It was noted Capt. Lloyd has subsequently left the Harbour Committee.

Resolved:

That a Pilotage Review Working Party, comprising two of the External Advisors (Mr Buckpitt and Mr Stewart), be appointed to work alongside Officers at Dartmouth Harbour Master to review the Pilotage arrangements for Tor Bay

Harbour and to recommend to the Harbour Committee any amendments to the Pilotage Directions as and when appropriate.

**9. Tor Bay Harbour Authority Budget Monitoring 2018/19**

Members noted the budget monitoring report for the first quarter of the financial year. Members were advised that fish toll revenues are up compared to last year although it is early in the season. Members discussed the storm damage caused by storm Emma and the Tor Bay Harbour Master provided an update on the ongoing repairs and its funding. Members noted that the Harbour's contribution to the General Fund in 2019/2020 would rise by £50,000. The members agreed that there needed to be a balancing act between giving funds back to the centre and building the reserves, and noted that this would be discussed at the Harbour Budget Working Group meeting 26 June.

**10. Tor Bay Harbour Authority Revenue Outturn 2017/18**

Members noted the submitted report which detailed of the Tor Bay Harbour Authority's final expenditure and income figures against the budget targets for 2017/2018. The Committee noted the Harbour finances have benefited from the continuing success of Brixham Fish Market facility and the optimisation of other income streams. The additional revenues have been applied to capital schemes investing in the Harbour infrastructure.

**11. Performance Monitoring - Quarter 4**

The Harbour Committee noted the Annual Performance Report and challenged the inclusion of some of the performance indicators if it has been agreed properties will not be leased.

**12. Torquay/Paignton and Brixham Harbour Liaison Forums**

The Committee received the Minutes of the latest Torquay/Paignton Harbour Liaison Forum and the Brixham Harbour Liaison Forum and noted the contents.

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Chairman



**Meeting: Harbour Committee**

**Date: 24<sup>h</sup> September 2018**

**Wards Affected: All wards**


**Report Title: Torquay Fuel Station**

**Executive Lead Contact Details: Non-Executive Function**

**Supporting Officer Contact Details: Adam Parnell**

**Head of Tor Bay Harbour Service**

**Tor Bay Harbour Master**

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## **1. Purpose**

- 1.1 To determine the most efficient and effective way of providing a marine fuel service in Torquay harbour.

## **2. Proposed Decision**

- 2.1 **That the Harbour Master be directed to seek tender applications for the provision of a marine fuel service in Torquay harbour.**

## **3. Action Needed**

- 3.1 If the report is approved, that the Harbour Master liaises with Procurement and the TDA to develop a tender process seeking applications for the provision of a marine fuel service in Torquay harbour from an external commercial operator.

## **4. Summary**

- 4.1 The marine fuel station in Torquay is council-owned but has historically been leased to a commercial operator. After the lease was terminated in April 2018 a marine fuel engineering consultancy firm was commissioned to provide a material assessment of the fuel station. They concluded that the infrastructure was in a poor condition and they would not endorse its continued use. As a result the fuel station was not operated over the summer.
- 4.2 A number of options have been identified to reinstate the marine fuel service, which broadly fall into two camps: retain 'in-house' or seek external tender applications. These are detailed in the main body of the report but unless the council chooses to operate the existing infrastructure at risk, then retention of the service would require £60k to £350k to replace and update the equipment. Although retention is undoubtedly more profitable, it carries increased commercial risks, so for economic

and commercial reasons it is recommended that an external service provider be sought.

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## Supporting Information

### 5. Possibilities and Options

5.1 There are a number of options available to reinstate the marine fuel service:

- a. Do nothing. This summer has shown that Torquay *could* sustainably run without a fuel station; vessel owners would instead bring fuel in hand-portable fuel cans. The major disadvantage is that this increases the risk of fuel pollution in the harbour due to spills etc while refuelling.
- b. Use existing infrastructure. This is a quick and low-cost option (approx £10k for replacement pumps) but the serviceable life of the existing tanks is not known and there is a risk (albeit low) that the tanks fail and leak fuel into the pier and thence into the harbour. Moreover because of the small capacity of the existing fuel tanks the harbour could not purchase petrol or diesel in sufficient quantity to get rates much below that of forecourt prices. Once additional costs were then included the station would be selling at above-forecourt prices and users would thus be encouraged to continue bringing fuel into the harbour themselves, with the same risks of spillage etc outlined in option (a).
- c. Decommission the existing tanks and install an above-ground system. Decommissioning the tanks is estimated at approximately £15k. Installing above ground tanks would cost around £60k, and possibly considerably more if the pier requires strengthening works to accommodate the weight of the new tanks (around 40 tons). Obtaining planning permission to undertake the works might be difficult because the tanks would be a visual change within the harbour.
- d. Install new under-ground tanks. Although this obviates the disadvantages of option (c) this would be more expensive. The stability of the pier structure is also of concern due to its age and construction method, and there is a risk of partial collapse without further ground stabilisation works.
- e. Decommission the existing tanks and purchase a pontoon-based system. Tank decommissioning costs are estimated at £15k but thereafter the site could be re-purposed and leased, which would recoup these costs over 3-6 years. However a pontoon-based system is estimated at around £300k.
- f. Seek external applications for the provision of fuel. Seeking a commercial operator to upgrade and run from the existing site or to invest in a floating pontoon would transfer the commercial risks and obviate the large capital costs of the preceding options. However rent revenues to the Council would be lower than the potential profit margins that could be made if the service was retained in-house.



## **6. Preferred Solution/Option**

- 6.1 To seek external applications for the provision of a marine fuel station in Torquay. Although this means that future profits are not retained within the Council, the benefit of this option is that the Council do not need to make a large initial capital outlay (£10k - £300k dependent upon solution chosen).

## **7. Consultation**

- 7.1 The Torquay Harbour Liaison Forum have been consulted.

## **9. Risks**

- 9.1 There is a risk that no commercial operators are willing to provide this service. This is however assessed as low due to the number of informal approaches that have been made by these operators over the summer.

## **Appendices**

None

## **Additional Information**

None



**Meeting: Harbour Committee**

**Date: 24<sup>h</sup> September 2018**

**Wards Affected: All wards in Brixham**

**Report Title: Parking on the Fish Quay**

**Executive Lead Contact Details: Non-Executive Function**

**Supporting Officer Contact Details: Adam Parnell**

**Head of Tor Bay Harbour Service**

**Tor Bay Harbour Master**

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## **1. Purpose**

- 1.1 To agree future parking arrangements for the Fish Quay, Brixham Harbour and to make recommendations regarding alternative parking arrangements in Oxen Cove.

## **2. Proposed Decision**

- 2.1 **That all car parking on the Fish Quay be suspended for Health and Safety due to congestion; and**
- 2.2 **That the Harbour Master be directed to liaise with the Executive Head of Assets and Business Services to investigate arrangements for displaced vehicles to park in the Oxen Cove car park.**

## **3. Action Needed**

- 3.1 To ensure that the Fish Quay continues to operate safely and efficiently and with due regard to the additional traffic as a result of a thriving local fishing industry and growth in fish landings.

## **4. Summary**

- 4.1 The number of cars parking on the Fish Quay has increased in line with the success of Brixham as a fishing port, where the volume (and value) of landed catch has almost doubled over the previous 3 years. Where historically parking has been a 'nuisance' issue it is now a serious Health and Safety concern due to the number and size of vehicles attempting to manoeuvre on and off the site, the lack of space for the increasing quantity of fishing equipment and ready-use stores required, and the resultant over-congestion.
- 4.2 A reasonable (and easily implemented) Risk Control Measure is to prohibit car

parking on both sites and permit vehicles on site to load and unload only. This will free up space for essential fishing stores and equipment to be safely stored away from the main thoroughfares and allow the pedestrian walkways to be reinstated.

- 4.3 Parking enforcement will be greatly simplified and operational harbour staff will be better able to maintain a safe working environment.

## **Supporting Information**

### **5. Position**

- 5.1 When the Fish Quay was redeveloped 8 years ago, it included an amount of excess capacity for growth in vehicle numbers. However, the amount and value of fish product now landed has almost doubled in the intervening period, frequently creating a serious H&S situation due to the number of lorries, trucks, fork-lifts, stores and pedestrians in a very small area. Not infrequently this congestion also spills onto the public highway which creates a H&S risk to the passing general public. Enclosures 1-4 are screen-shots from on-site CCTV cameras and show scenes encountered on a daily basis. At present these risks are being managed through enhanced management and oversight by the Dockmasters and other staff but the situation is not sustainable.
- 5.2 The situation is aggravated by the number of private cars brought onto the site by tenants, MFV owners and other operatives. Harbour staff already park in Oxen Cove both to act as a positive example but also because of the risk of damage to vehicles as well as staff safety.
- 5.3 The eastern arm of the Fish Quay has similarly become congested because of the greater number of vessels refitting on site. The amount of stores, equipment, skips and plant have all increased as have the number of cars belonging to the vessels' crews.
- 5.4 These issues were in part the catalyst for the attempt to tender an area of Oxen Cove car park for use by the fishing industry. However it makes more sense to displace the cars onto the car park rather than fishing equipment, and hence the proposal is to prohibit all car parking on the sites. Oxen Cove car park forms part of the harbour estate but it has always been used as a public car park, albeit in the knowledge that the land was reclaimed to help support the needs of the fishing industry.

### **6. Possibilities and Options**

- 6.1 To continue to allow parking on the sites and accept the evident and escalating H&S risk to personnel and equipment.

### **7. Preferred Solution/Option**

- 7.1 To displace car parking onto the Oxen Cove site, noting that this will reduce the parking available to the general public. This is in turn mitigated by the MDL multi-story car park in Brixham, although revenues to the Council's car park service could be affected.

## **8. Consultation**

- 8.1 The Brixham Harbour Liaison Forum have been consulted as have the Town Council's clerk, the Chamber of Commerce and the Council's Parking Service, who all understand the H&S imperative for such a move.

## **9. Risks**

- 9.1 Unless this action is taken there is a real risk of serious accident or death due to the movement of large commercial vehicles and pedestrian movements in a very congested area which is exacerbated by the time-imperative operations of the fishing industry.

## **Additional Information**

None

34LoadingBay

2018-08-24 07:45:5



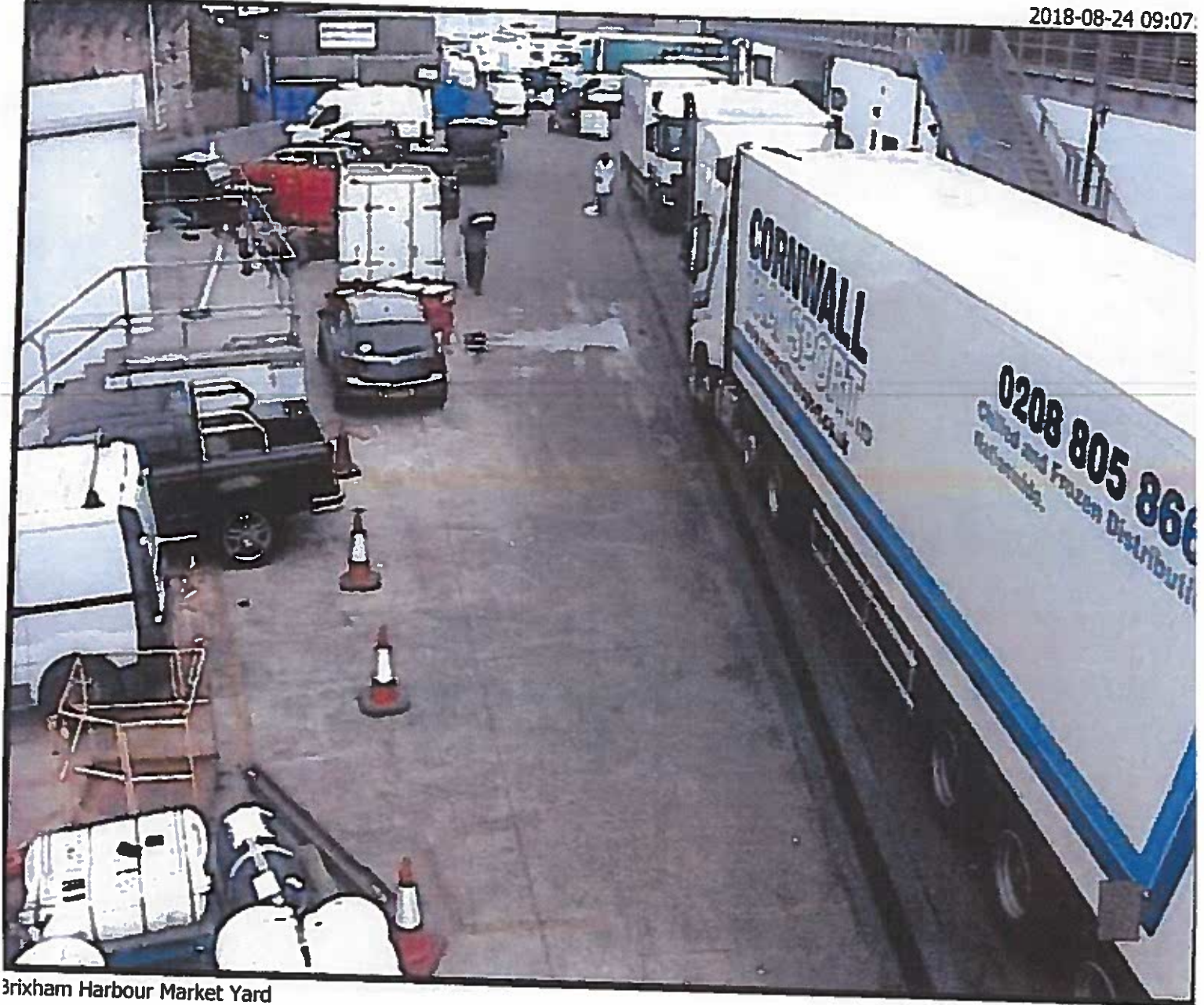
FAULT: SenP.  
Camera 002

Brixham Harbour Market Yard



33 Main Ent

2018-08-24 09:07



Brixham Harbour Market Yard

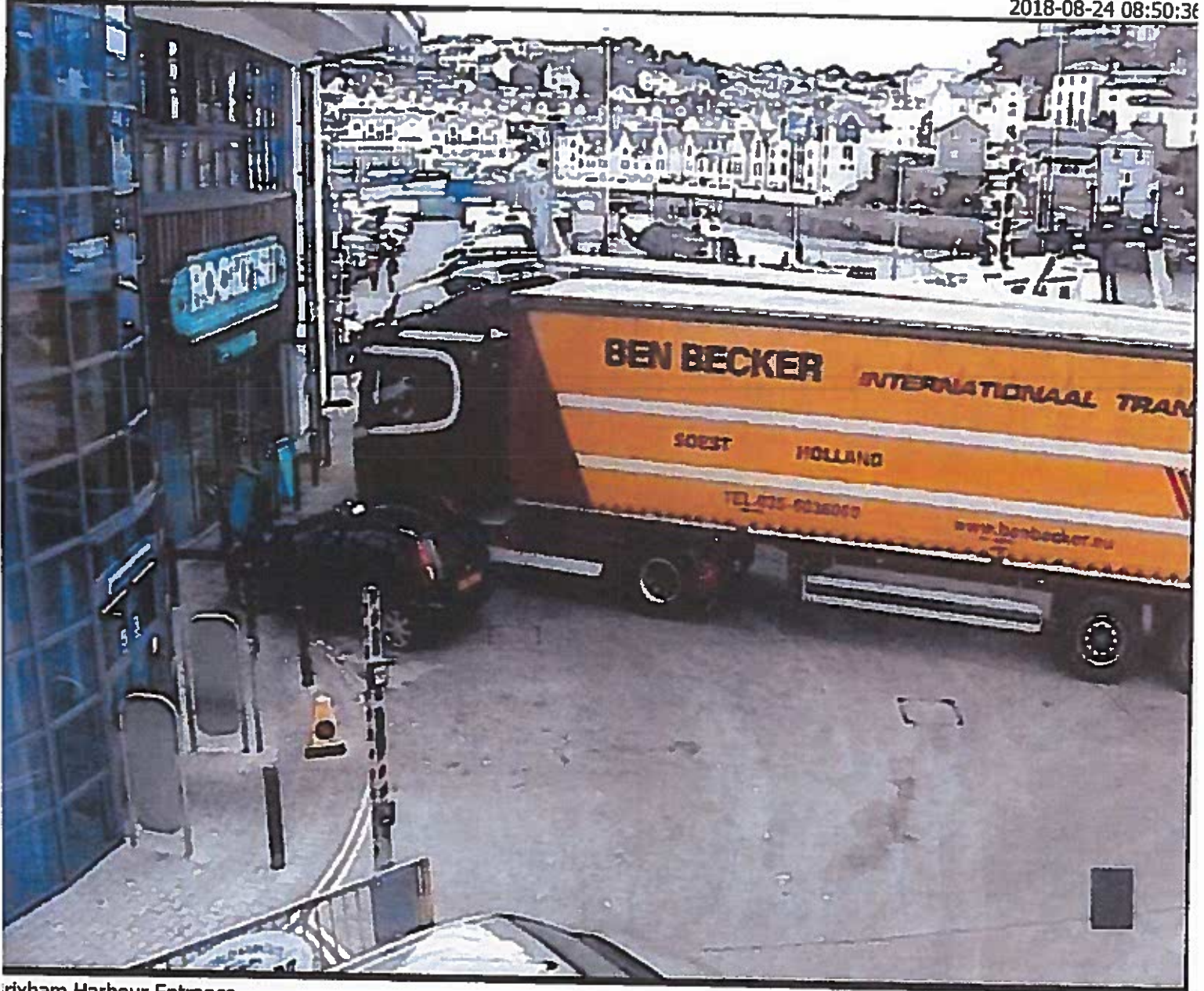
33 Main Ent

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Brixham Harbour Market Yard





Brixham Harbour Entrance



34LoadingBay

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Trixham Harbour Market Yard



**Meeting: Harbour Committee**

**Date: 24<sup>th</sup> September 2018**

**Wards Affected: All wards in Torbay**

**Report Title: Tor Bay Harbour Authority Budget Monitoring 2018/19**

**Executive Lead Contact Details: Non-Executive Function**

**Supporting Officer Contact Details: Adam Parnell**

**Head of Torbay Harbour Authority**

**Tor Bay Harbour Master**

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## **Purpose**

- 1.1 This report updates members with income and expenditure projections for 2018/19. It also identifies the overall budgetary position for Tor Bay Harbour Authority as at end of August 2018 to enable appropriate action to contain expenditure and maintain reserves at appropriate levels.
- 1.2 The Committee is requested to note
  - a. the amended outturn projections of the harbour accounts and adjustments to the Reserve Funds shown in Appendix 1;
  - b. the Head of Torbay Harbour Authority's use of delegated powers to make decisions in relation to the budget allocated to Tor Bay Harbour;
  - c. that no waiver of harbour charges has been approved to date under the Harbour Master's use of delegated powers for 2018/19.
2. **Summary**
  - 2.1 The Tor Bay Harbour Authority budget for 2018/19 was approved 5<sup>th</sup> December 2017.
  - 2.2 Fish toll revenue is higher than at the same point last year. The surplus is funding substantial maintenance works to the mooring infrastructure at Brixham Harbour. Further details are at Appendix 1.
  - 2.3 The Harbour Committee Budget Working Party met 10 Sept 18 and directed the

Harbour Master to update the Committee on the potential future financial position of the Harbour Account. This is at Appendix 2.

## Supporting Information

### 3. Position

3.1 The projected outturn at Appendix 1 reflects budget amendments made within the Head of Torbay Harbour Authority's delegated powers. Details of each amendment can be found in the associated note.

3.2 The performance against budget is summarised below:

	<b>£000</b>
Original Budget (deficit) 2018/19	(22)
Revised Budget (surplus) 2018/19	28
Projected Surplus 2018/19	18

3.3 The current progress of Harbour capital schemes is detailed below:

	<b>Total Budget</b>	<b>Actual to Date (including prior years)</b>	<b>Projected Outturn</b>	<b>Notes</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	
Torquay Outer Harbour Pontoons	263	263	263	(i)
Oxen Cove Jetty	1,967	252	1,967	(ii)
North Quay Brixham Fendering	75	12	75	(iii)

(i) Scheduled to commence 03 Oct and be complete shortly thereafter.

(ii) Awaiting MMO licence approval which is expected mid-Nov 18.

(iii) Awaiting delivery of fenders to site; expected mid-Oct 18.

3.4 The Harbour's liability for prudential borrowing is detailed below. Note that the 2018/19 repayment is not made until later in the year.

<b>Capital Scheme</b>	<b>Amount Borrowed</b>	<b>Start of Repayments</b>	<b>Principal outstanding</b>
Town Dock (Torquay Harbour)	£1,140,000	2008/09	£593,871
Haldon Pier (Torquay Harbour)	£1,200,000	2010/11	£907,857
Brixham Harbour New Fish Quay Development	£4,750,000	2011/12	£3,893,021
Torquay Inner Harbour Pontoons (Inner Dock)	£800,000	2014/15	£702,716
	<b>TOTAL</b>		<b>£6,312,841</b>

3.5 Debt position at the end of August:

	Corporate Debtor System		Harbour Charges	
	Unpaid by up to 60 days	Unpaid over 60 days	Unpaid by up to 60 days	Unpaid over 60 days
Debt outstanding	£30k	£36k	£32k	£193k
Bad Debt Provision	£37k			

The outstanding debt consists largely payment of User charges by instalments, and the overall figure will continue to reduce throughout the year.

- 3.6 Under the Council's Scheme of Delegation the Harbour Master can vary the approved Schedule of Harbour Charges in such manner as shall be considered reasonable, keeping a proper written record of all variations approved. These must be reported at least twice a year to the Harbour Committee.

**4. Contributions to General Fund**

- 4.1 Harbour Committee minute 398 (5) from December 2011 states the following:-  
*“That, as recommended by the Harbour Committee’s Budget Working Party, each harbour reserve fund is split with 20% of budgeted turnover ring-fenced to meet any deficit in the revenue budget or winter storm damage and the balance ring-fenced to fund harbour related capital projects.”*

Committee is asked to note the ongoing need for healthy Harbour Reserve Funds which have fallen below the 20%

- 4.2 In previous years the Harbour Committee agreed to make annual contributions to the Council's General Fund in addition to the normal system of recharges for services support (eg HR, Payroll, Legal etc) provided by the Council which total £172,000. These have increased year-on-year and in 2018/19 total £802,000 and an additional £25,000 pa contribution towards the funding of an Environmental Health Officer.
- 4.3 A result of these contributions has been a reduction in maintenance to Harbour infrastructure. There is a significant risk that the Harbour Authority will be unable to remain self-funding because of the estimated costs of rectification works.

**5. Future Years Review**

- 5.1 The statement at Appendix 2 has been prepared in advance of the Harbour Charges and budget setting report in December and before the normal budget review process has not been carried out by the Head of Tor Bay Harbour and finance officers. It includes a provisional assessment of known operational issues but potential new investment proposals are not yet incorporated.

5.2 Known issues include:

<b>Issue</b>	<b>Estimated cost</b>
<b>Torquay</b>	
South pier,	£60,000
Haldon pier fendering	£60,000
Haldon pier subsidence	Unknown (£100ks)
North quay	£50,000
<b>Brixham</b>	
Dredging for deeper draught vessels	£50,000
MFV basin fendering	£10,000
Mooring ground chain	Up to £100,000 pa for next 5 years
<b>Paignton</b>	
North quay subsidence	£10,000
Timber fendering	£4,000

5.3 In addition to the above, if the Committee decide to fund the redevelopment of the fuel station then this will add a further £60-300,000 cost pressure to the Harbour Reserve.

5.4 If each of the issues tabulated above are addressed in turn over the next 5 years the Harbour will operate at a significant loss even assuming the value of catch landing at Brixham remains at historic highs and there is no further call on funds from the General Reserve.

## Appendices

Appendix 1 Harbour Revenue Accounts for 2018/19  
 Appendix 2 Harbour Future Year Provisional Projections

## Additional Information

None

Appendix 1

HARBOUR REVENUE ACCOUNTS 2018/19 - BUDGET MONITORING

TOR BAY HARBOUR AUTHORITY

Expenditure	2018/19 Original Budget £ ,000	2018/19 Revised Budget £ ,000	2018/19 Projected Outturn £ ,000	Notes
Harbour Employee Costs	640	664	664	1
Operations and Maintenance :-				
Repairs and Maintenance	216	216	343	2
Rent/User charges Concessions	17	17	10	
Other Operating Costs	580	580	586	3
Management and Administration :-				
Internal Support Services	162	162	172	4
External Support Services	51	51	51	
Other Administration Costs	73	73	73	
Capital Charges	498	498	498	
Contribution to General Fund - EHO	25	25	25	
Contribution to General Fund - Cash Dividend	171	171	171	
Contribution to General Fund - Asset Rental	631	631	631	
	<b>3,064</b>	<b>3,088</b>	<b>3,224</b>	
<b>Income</b>				
Rents and Rights :-				
Property and Other Rents/Rights	594	594	594	
Marina Rental	403	403	403	
Operating Income :-				
Harbour Dues	152	152	152	
Visitor and Slipway	55	55	55	
Mooring fees	216	216	208	5
Town Dock	313	313	313	
Torquay Inner Harbour Pontoons	263	263	263	
Fish Toll Income	775	853	1,000	6
Boat and Trailer parking	43	43	43	
Recharged Services	81	81	81	
Other Income	147	143	130	7
	<b>3,042</b>	<b>3,116</b>	<b>3,242</b>	
<b>Operating Surplus /(Deficit)</b>	<b>(22)</b>	<b>28</b>	<b>18</b>	
<b>RESERVE FUND</b>				
Opening Balance as at 1st April			812	
Interest Receivable (estimated)			5	
Net Surplus / (Deficit) from Revenue Account			18	
Withdrawals - Harbour Capital Schemes			(100)	
Expected Closing Balance as at 31st March			<b>735</b>	

Note: In line with Harbour Committee minute 398 (5) December 2011 the minimum Reserve level at year end 2018/19 is **£608k** based on 20% of budgeted turnover to meet any deficit in the revenue budget or winter storm damage. The balance is earmarked for harbour related capital projects.

## HARBOUR REVENUE ACCOUNTS 2018/19 - BUDGET MONITORING

### NOTES

- 1 The Head of Torbay Harbour Authority has increased the current establishment for a temporary period. The additional cost is intended to be met from an increased target for fish toll income including increased landings at Torquay Harbour. (see note 2).
- 2 A full maintenance program has been carried out on the moorings infrastructure at Brixham Harbour.
- 3 The Projected Outturn includes an increase in waste collection costs at Brixham Harbour. There will be some savings from not providing winter storage at Brixham in 2018/19 to offset loss of income (see note 7).
- 4 Cost of corporate support services such as Finance, IT and Human Resources.
- 5 The target for moorings is unlikely to be reached due to vacant moorings at Brixham Harbour.
- 6 The target level for fish tolls has been increased by the Head of Tor Bay Harbour Authority based on recent operating levels and discussions with the fishing industry. Current income is exceeding the levels at the same point in 2017/18.
- 7 No winter storage will be facilitated at Brixham Harbour during 2018/19. The loss of around £29k income will be mitigated by other small miscellaneous income streams and from costs savings (see note 3).



HARBOUR REVENUE ACCOUNTS 2018/19 to 2023/24

**TOR BAY HARBOUR AUTHORITY**

<b>Summary of Harbour Contributions to General Fund</b>	2017/18	2019/20	2020/21	2021/22	2022/23	2023/24
Target Contribution to General Fund for year		50	0	0	0	0
Total Contribution to General Fund per year	802	852	852	852	852	852

<b>Expenditure</b>	<b>2018/19 Base Budget £ ,000</b>	<b>2018/19 Projected Outturn £ ,000</b>	<b>2019/20 Current Budget £ ,000</b>	<b>2020/21 Provisional Budget £ ,000</b>	<b>2021/22 Provisional Budget £ ,000</b>	<b>2022/23 Provisional Budget £ ,000</b>	<b>2023/24 Provisional Budget £ ,000</b>	Note
Harbour Employee Costs	640	664	683	697	711	725	739	
Operations and Maintenance :-								
Repairs and Maintenance	216	343	340	340	340	340	340	A
Rent Concessions	17	10	11	11	11	11	11	
Other Operating Costs	580	586	595	605	615	625	635	
Management and Administration :-								
Internal Support Services	162	172	182	190	195	195	195	
External Support Services	51	51	52	53	54	55	56	
Other Administration Costs	73	73	73	74	75	76	77	
Capital Charges	498	498	593	593	593	593	593	
Contribution to General Fund - EHO	25	25	25	25	25	25	25	
Contbn to General Fund - Cash Dividend	171	171	171	171	171	171	171	
Contbn to General Fund - Asset Rental	631	631	681	681	681	681	681	B
	<b>3,064</b>	<b>3,224</b>	<b>3,406</b>	<b>3,440</b>	<b>3,471</b>	<b>3,497</b>	<b>3,523</b>	
<b>Income</b>								
Rents and Rights :-								
Property and Other Rents/Rights	594	594	612	604	641	641	641	C
Marina Rental	403	403	408	408	408	408	408	
Operating Income :-								
Harbour Dues	152	152	155	158	161	164	168	
Visitor and Slipway	55	55	56	57	58	59	60	
Mooring fees	216	208	212	216	220	224	228	
Torquay Town Dock	313	313	319	326	332	339	346	
Torquay Inner Dock	263	263	268	274	279	285	290	
Fish Toll Income - Fish	755	960	875	875	875	875	875	D
Fish Toll Income - Mussels	20	20	33	67	112	168	168	
Fish Toll Income - Other	4	20	20	20	20	20	20	
Boat and Trailer parking	43	43	44	45	46	47	48	
Recharged Services	81	81	83	84	86	88	89	
Other Income	143	130	130	133	136	139	142	
	<b>3,042</b>	<b>3,242</b>	<b>3,215</b>	<b>3,267</b>	<b>3,375</b>	<b>3,457</b>	<b>3,483</b>	
<b>Operating Surplus /(Deficit)</b>	<b>(22)</b>	<b>18</b>	<b>(191)</b>	<b>(173)</b>	<b>(96)</b>	<b>(40)</b>	<b>(40)</b>	






<b>RESERVE FUND</b>						
Estimated Opening Balance as at 1st April	812	735	469	241	90	(4)
Interest Receivable	5	5	5	5	6	6
Net Surplus / (Deficit) from Revenue Account	18	(191)	(173)	(96)	(40)	(40)
Withdrawals - Harbour Schemes	(100)	(80)	(60)	(60)	(60)	(60)
Expected Closing Balance as at 31st March	<b>735</b>	<b>469</b>	<b>241</b>	<b>90</b>	<b>(4)</b>	<b>(97)</b>

Minimum Reserve Level	645	681	688	694	699	705
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Notes

- A Additional costs are anticipated for the moorings infrastructure at Brixham Harbour.
- B A further contribution of £50k from 2019/20 was requested by the Council as part of the Budget 2018/19 setting process.
- C The budget expectation for rental income from 2020/21 onwards assumes a full rent from the Harbour Light redevelopment at Paignton Harbour.
- D Assumes £35m value of catch landed annually
- E Withdrawals from the Reserve will be in respect of part funding of the Harbour Light redevelopment, metering the water at Brixham and potentially the redevelopment of the fuel station at Torquay.



Performance Indicators for Adam Parnell  							
Code ▲	Title	Executive Head / Responsible Officer	Last Year Status	This Year Status	End of Year Estimate Status	Improvement	Date Effective
 <b>Tor Bay Harbour Authority</b>							
 <b>Tor Bay Harbour Authority PIs</b>							
TDAMS01	<b>TDAMS01 Harbour estate lettings occupancy</b>	Adam Parnell	On Target	On Target	No Data	↓	9 Oct 2003
TDAMS07	<b>TDAMS07 Brixham Harbour Fish Tolls</b>	Amy Blackburn, Adam Parnell	Well Above Target	No Target	No Data	↑	9 Oct 2003
THARB08	<b>To Produce and Review a Risk Register for the Business Unit</b>	Adam Parnell	On Target	Data not due	No Data		24 Aug 2009
THARB21	<b>Test and Review a Business Continuity Plan for the Business Unit</b>	Adam Parnell	On Target	Data not due	No Data		26 Aug 2009
THARB32	<b>Review and exercise the Tor Bay Harbour Emergency Response Plan</b>	Adam Parnell	On Target	Data not due	No Data		12 May 2011
THARB37	<b>Continue Benchmarking through relevant trade and professional associations</b>	Adam Parnell	On Target	Data not due	No Data		12 May 2011
THARB59	<b>Agree the Tor Bay Harbour Authority Business Plan</b>	Adam Parnell	On Target	Data not due	No Data		13 May 2011
THARB60	<b>Produce an Asset Management Plan for the Business Unit</b>	Adam Parnell	On Target	Data not due	No Data		13 May 2011
THARB62	<b>Set the Tor Bay Harbour Charges and Harbour Budget</b>	Adam Parnell	On Target	On Target	No Data	↔	13 May 2011
THARB74	<b>To hold quarterly meetings with harbour users and stakeholders</b>	Adam Parnell	On Target	On Target	No Data	↔	4 Sep 2012
 <b>Tor Bay Harbour Authority Plans and Policies</b>							
TBHP01	<b>Tor Bay Harbour - Port Masterplan Reviewed</b>	Adam Parnell	No Data	Data not due	No Data		27 Jun 2017

TBHPP02	<b>Tor Bay Harbour Emergency Plan Reviewed</b>	Adam Parnell	No Data	Data not due	No Data		27 Jun 2017
TBHPP03	<b>Business Continuity Plan Reviewed</b>	Adam Parnell	On Target	No Data	No Data	n/a	27 Jun 2017
TBHPP11	<b>Tor Bay Harbour Committee Terms of Reference Reviewed</b>	Adam Parnell	On Target	Data not due	No Data		27 Jun 2017
TBHPP12	<b>Tor Bay Harbour Committee Local Protocol Reviewed</b>	Adam Parnell	No Data	On Target	On Target		27 Jun 2017
TBHPP13	<b>Tor Bay Harbour Business Plan Reviewed</b>	Adam Parnell	No Data	On Target	On Target		27 Jun 2017
TBHPP15	<b>Tor Bay Harbour Act 1970 Reviewed</b>	Adam Parnell	On Target	No Data	No Data	n/a	27 Jun 2017
TBHPP16	<b>Tor Bay Harbour &amp; Marina Act 1983 Reviewed</b>	Adam Parnell	On Target	No Data	No Data	n/a	27 Jun 2017
TBHPP17	<b>Tor Bay Harbour (Oxen Cove and Coastal Footpath, Brixham) Act 1988 Reviewed</b>	Adam Parnell	On Target	No Data	No Data	n/a	27 Jun 2017
TBHPP18	<b>Tor Bay Harbour Act 2000 Reviewed</b>	Adam Parnell	On Target	No Data	No Data	n/a	27 Jun 2017
TBHPP19	<b>Tor Bay Harbour Byelaws 1994 Reviewed</b>	Adam Parnell	On Target	No Data	No Data	n/a	27 Jun 2017
TBHPP20	<b>Tor Bay Harbour Charges Document Reviewed</b>	Adam Parnell	On Target	No Data	No Data	n/a	27 Jun 2017
TBHPP26	<b>Review of Harbour Legislation Carried Out</b>	Adam Parnell	No Data	No Data	No Data	n/a	27 Jun 2017
TBHPP27	<b>Local Port Services Policy Statement Reviewed</b>	Adam Parnell	No Data	Data not due	No Data		27 Jun 2017
TBHPP28	<b>Review Business Risks</b>	Adam Parnell	On Target	Data not due	No Data		27 Jun 2017
TBHPP29	<b>Provision of Pilotage Services Agreement</b>	Adam Parnell	No Data	No Data	No Data	n/a	27 Jun 2017

TBHPP30	<b>Review of Pilotage Directions</b>	Adam Parnell	No Data	On Target	On Target		27 Jun 2017
TBHPP31	<b>Review Tor Bay Harbour Asset Management Plan</b>	Adam Parnell	On Target	On Target	On Target	↔	27 Jun 2017
TBHPP33	<b>Port Marine Safety Code Compliance Statement</b>	Adam Parnell	No Data	On Target	On Target		27 Jun 2017



## Tor Bay Accident / Incident List

	Date	ID Code	Accident Category	Name		
	25/08/2018	TOR0808CLO	Vessel Wash	Boy Richard speeding in Torquay Harbour		
	14/08/2018	TOR0807CLO	Other nautical safety	Report of Dart Princess speeding in 5 knots		
	08/07/2018	TOR0805CLO	Dangerous occurrence	Jetski Complaints		
	07/07/2018	TOR0806CLO	Grounding/Stranding	Western LadyVII Grounding		
	28/06/2018	TOR0804CLO	Loss of control	MFV Emilia Jayne		
	12/06/2018	TOR0802CLO	Fall from height	Mr Kimble		

**Number of Accidents listed = 6**

Incident report status as follows;

Reported = 0; Investigating = 0; Investigation Complete = 0; Actioned-Closed = 32

Key	
Symbol showing the record type:	Symbol showing the record status:
- Incident	- Reported
- Potential Incident	- Investigating
- Details not yet completed	- Investigation Complete
	- Actioned-Closed