

<b>Meeting Title</b>	<b>Torquay &amp; Paignton Harbour Liaison Forum</b>
<b>Venue</b>	Torquay Harbour Office
<b>Date</b>	10 <sup>th</sup> September 2013 at 10:30

<b>Present</b>	Capt K Mowat (KM)	Mr J Bond (JB)	Cllr N Amil (NA)
	Mr J Turner (JT)	Capt P Labistour (PL)	Mr W Butcher (WB)
	Cllr J Faulkner (JF)	Gordon Oliver(GO)	Ms C Clayton (CC)
	Mr M Stewart (MS)	Cllr B McPhail (BM)	

**Agenda Items**

1. Apologies
  2. Minutes of the last meeting
  3. Matters arising from the last minutes
    - a) Blue Sea Food Company - update
    - b) Ferry pontoons - update
    - c) Marine Conservation Zones – update
    - d) Parking Enforcement – update
    - e) Harbour website-update
    - f) Torquay Harbour fairway/Trinity House - update
    - g) Quayside angling – update
    - h) Port Masterplan - update
  4. Capital Works
    - a) Haldon Pier - update
    - b) Princess Pier - update
    - c) Torquay inner harbour pontoon berths – update
  5. Town Dock
  6. Tor Bay Harbour Authority Business Register - review
  7. Maritime Events 2013 & 2014
  8. Harbour Budget/Charges 2014/15
  9. Safety of harbour sponsored events (WB)
  10. Edge protection of new ferry landing stage (WB)
  11. Local Notices to Mariners (WB)
  12. Harbour Committee
    - a) Upcoming agenda
- Date of the next meeting 3<sup>rd</sup> December 2013 at 1030

<b>1.</b>	<b>Apologies for Absence</b>	<b>Action</b>
	Apologies were received from Mr M Ould, Mr C Baker, Mr G Jennings, Mr D Musgrove, Cllr M Hytche, Clare Rugg, Marshall Ritchie and Ms H Meacock.	
<b>2.</b>	<b>Minutes of the last meeting</b>	<b>Action</b>
	It was agreed that the minutes of the last meeting on the 21 <sup>st</sup> May 2013, were a true and accurate record of that meeting.	
<b>3.</b>	<b>Matters Arising</b>	<b>Action</b>
a)	<p><b>Blue Sea Food Company</b></p> <p>KM reported that JT had written to the company with a list of complaints and that despite assurances improvements had not been made including for example lorries reversing without banksmen, foul language, smell, parking, waste etc. The business was also having a detrimental effect on other harbour businesses. KM was instructed to write to the company reminding them of the need to remove their container in December 2013. KM to also check that the planning enforcement notice had been served.</p>	KM
b)	<p><b>Ferry pontoons</b></p> <p>KM reported that the Brixham pontoon was operational but that the Torquay facility had not been handed over as 'snagging' issues were still ongoing. KM explained that by the year end there would also be access gates and fencing to control the use of the pontoon and prevent inappropriate access to and from the Town Dock. He also anticipated that passenger signage would also be erected. KM advised that the revised tender documents for the frequent ferry service would be sent out later in September. WB expressed a concern for the safety of vessels given that there were sharp edges on the new pontoon. KM indicated that his first priority was to protect the harbour infrastructure but he agreed to investigate the scale of the problem.</p>	KM
c)	<p><b>Marine Conservation Zones</b></p> <p>KM reported that the Minister responsible had met with members of the British Ports Association and had accepted that the whole of the MCZ issue was a bit of a mess. It was also noted that the Welsh Assembly would not be adopting MCZs. It was suggested that not all of the 31 proposed zones would be adopted. KM continued by stressing that the shipping industry as a whole were to lobby the government during the forthcoming Maritime week. In summary KM concluded that all that could be done, had been done, to highlight the potential implications of an MCZ designation to the economy ,maritime events, the fishing industry ,cruise ship visits and leisure boating as a whole.</p>	
d)	<p><b>Parking Enforcement</b></p> <p>The Forum was reminded about the background to this matter. JT reported that the proposed contract with AS Parking Ltd had now been signed, staff trained and signage was awaited for Paignton harbour. JT stressed that the businesses, which on the whole preferred this option where harbour staff policed parking rather than current arrangements, would be informed of the implementation date. CC asked if there would be a relaxation in winter evenings. Both JT and KM responded that harbour staff attendance in the evenings would be dependent on problems arising. KM added that a similar system was also to be adopted at Torquay harbour, especially at the end of South Pier, adjacent to the entrance to Beacon Quay.</p>	JT/KM

3.	Matters Arising	Action
e)	<p><b>Harbour website</b>            KM announced that the site was much improved and urged Forum members to view. He indicated that he hadn't received a great deal of feedback and that the take up in e-mail notification had been poor. KM reminded everyone that they could register online to receive Harbour Masters Notices, Newsletters, etc.</p>	<p><b>To note</b>  <b>ALL</b></p>
f)	<p><b>Torquay Harbour fairway/Trinity House</b>            KM updated the Forum on his discussions with Trinity House on this matter. Trinity House had no objections to the starboard hand buoy being marked "5 Knots". KM pointed out that recorded incidents in the harbour entrance were minimal with only two reported so far this year. WB pointed out his ongoing concern about craft using the fairway buoy as a point to accelerate and decelerate, causing a significant amount of wash and subsequent risk. Following considerable debate and despite the lack of recorded incident data it was agreed to place another starboard hand buoy, marked "5 Knots", on the existing 5 knot line. It was also agreed that if necessary a port hand mark should be installed.</p>	<p><b>KM</b></p>
g)	<p><b>Quayside angling</b>            KM stated that the harbour staff aimed to act swiftly to control any unauthorised angling but if the problems persisted at Torquay he would install prevention measures similar to those used at Paignton harbour. JT stated that the installation seemed to have resolved the matter at Paignton.</p>	<p><b>KM</b></p>
h)	<p><b>Port Masterplan</b>            PL advised the Forum that the Port Masterplan had now been completed and the Interreg funding had been agreed to meet 50% of the cost.</p>	

4.	Capital Works	Action
a)	<p><b>Haldon Pier – update</b>            KM reported that the works to the inside of the Pier should resume over the winter months using the small amount of funding that was still available.</p>	
b)	<p><b>Princess Pier – update</b>            KM reminded the Forum that all of the works to the concrete part of the Pier were subject to an Environment Agency (EA) funding. KM stressed that the EA were now less responsive to large capital funding bids</p>	
c)	<p><b>Torquay inner harbour pontoon berths</b>            KM informed the Forum that the MMO licence had been applied for and that the contract would go out to tender in October. If bids were within the budget then the project should be operational by 1<sup>st</sup> April 2014.</p>	<p><b>KM</b></p>

5.	Town Dock	Action
	<p>KM informed the Forum that 8 new service bollards were to be installed (8 water points and 32 power sockets). It was highlighted that these additional facilities had been installed at the request of users and KM could not rule out an increase in charges to reflect the improvements.</p>	<p><b>KM</b></p>

<b>6.</b>	<b>Tor Bay Harbour Business Risk Register</b>	<b>Action</b>
	KM gave the Forum an overview of the contents of the Business Risk Register stressing that it dealt with strategic risks and not operational risks. The Register had been circulated to the Harbour Committee. Forum members were welcome to offer any comments.	<b>ALL</b>
<b>7.</b>	<b>Maritime Events 2013 &amp; 2014</b>	<b>Action</b>
	KM stated that there were only a few events remaining this year and that information was being gathered for the 2014 Maritime Events schedule. The Mayor (GO) complimented the harbour staff on the professional way in which they had supported the numerous events throughout the summer, with any difficulties being successfully resolved as they arose.	
<b>8.</b>	<b>Harbour Budget/Charges 2013/14</b>	<b>Action</b>
	<p>KM made the Forum aware that Torbay Council had to make significant savings over the next two years and whilst there was no immediate demand on the harbour budget there was a clear indication that the Harbour Authority business unit would be expected to assist wherever possible. He emphasised that there was no intention to link this with harbour charges. KM suggested that the recommendation for harbour charges, in general, would be an increase in line with inflation (currently circa 3%), although the increase might be higher where facilities had clearly improved with new investment i.e. the Town Dock and passenger vessel charges.</p> <p>KM continued by stressing that his recommendation would be that any payments to the Council's general fund budget should be in the form of one off annual contributions through 2014/15 and 2015/16 and not a permanent arrangement. His view was that any significant contribution over and above the current arrangement was probably unsustainable. KM indicated that the Harbour Committee's Budget Review Working Party would consider a range of measures that could deliver short term savings or increased income that could translate into a larger contribution to the Council over the next two years. One example KM provided was taking on the responsibility for the harbourside public toilets. KM did warn the Forum that the current budget forecast was for a deficit and that the harbour's capital project list was significantly larger than the available harbour reserves fund.</p>	
<b>9.</b>	<b>Safety of harbour sponsored events</b>	<b>Action</b>
	WB reported that he had witnessed that the water skiers taking part in the Regatta demonstration were not wearing buoyancy aids and he further doubted that kill cords were being used. KM agreed that this was unacceptable and agreed to investigate the matter with the organisers.	<b>KM</b>
<b>10.</b>	<b>Edge protection of new ferry landing stage</b>	<b>Action</b>
	This matter was dealt with under Matters Arising see 3 (b) above.	

11.	Local Notices to Mariners	Action
	WB stressed the need for timely and consistent Local Notices to Mariners being issued by the Harbour Authority. KM agreed that improvement was clearly required and that he had already taken issue with his team for not distributing Notices in a timely manner for some events this summer. Although there had been a problem with the email distribution process via the website, the real issue was that the Notices were not being produced at the right time. KM suggested that his target was to publish all Local Notices to Mariners at least 7 to 10 days before an event.	KM

11.	Harbour Committee	Action
(a)	<b>Upcoming agenda</b> KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 23 <sup>rd</sup> September 2013 at the Berry Head Hotel in Brixham at 5.30pm.	

**Next Meeting**

**Venue**

**Future meetings**

**Dates of Harbour Committee Meetings**

3 <sup>rd</sup> December 2013	10.30 am
Torquay Harbour Office	
4 <sup>th</sup> March 2014	10.30 am
23 <sup>rd</sup> September 2013	5.30pm (Brixham)
16 <sup>th</sup> December 2013	5.30pm (Torquay)
17 <sup>th</sup> March 2014	5.30pm (Brixham)