

Meeting Title

Torquay & Paignton Harbour Liaison Forum

Venue

Torquay Harbour Office

Date

3rd December 2013 at 10:30

Present

Capt K Mowat (KM) Mr J Turner (JT) Mr M Stewart (MS)	Mr J Bond (JB) Mr M Ellis (ME) Cllr N Amil (NA)	Ms H Meacock (HM)Cllr R Stringer (RS)
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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) Tor Bay Harbour Business Risk Register
 - f) Regatta Water-ski Event – safety issue
4. Capital Works
 - a) Haldon Pier - update
 - b) Princess Pier - update
 - c) Torquay inner harbour pontoon berths – update
5. Town Dock
6. Maritime Events 2014
7. Harbour Budget and Harbour Charges 2014/15
8. Port Marine Safety Code - audit
9. Paignton Harbour Development - proposal
10. Appointment of External Advisor
11. Harbour Committee
 - a) Upcoming agenda

Date of the next meeting 4th March 2014 at 1030

1.	Apologies for Absence	Action
	Apologies were received from Cllr Hytche, Cllr Faulkner, Cllr McPhail, Cllr Richards, the Mayor and Ms C Rugg.	
2.	Minutes of the last meeting	Action
	It was agreed that the minutes of the last meeting on the 10 th September 2013, were a true and accurate record of that meeting.	
3.	Matters Arising	Action
a)	Blue Sea Food Company (BSFC) KM reported that he had received numerous complaints concerning the impact of the BSFC's activities on the harbour estate at Paignton. Following a recent meeting with the BSFC KM had received categorical assurance from the company's Directors that the container would be removed from the harbourside by the end of December 2013. He continued that the BSFC were seeking support from the European Fisheries Fund to assist with their move back to their original factory on the commercial/industrial estate.	
b)	Ferry pontoons The Torquay pontoon had now been handed over to the harbour authority and navigation lights installed. KM stressed that the results of the frequent ferry tendering process would be announced shortly and that should a successful company be announced he would seek to gain dispensation to use the new facility for cruise ship landings .If unsuccessful it would be necessary to install a new brow on Haldon Pier together with a new landing pontoon.	
c)	Marine Conservation Zones KM reported that the Defra Minister had recently announced that the proposed Tor Bay MCZ had now been designated. It was too early to say what management measures might be forthcoming but KM indicated that the IFCA were nearly ready with new Byelaws to enable them to control some fishing activity. Restrictions on recreational boating were unlikely without clear evidence of damage to a protected feature. KM undertook to keep the Forum informed of the likely impacts of the new MCZ designation.	KM
d)	Parking Enforcement The Forum was reminded about the background to this issue. JT reported that the proposed contract with AS Parking Ltd would be effective at Paignton harbour from 1 st January 2014. JT stressed that the businesses, which on the whole preferred this option, had been informed and work was underway to communicate with other users. KM added that a similar system was also to be adopted at Torquay harbour, especially at the highway end of South Pier, adjacent to the entrance to Beacon Quay.	JT/KM
4.	Capital Works	Action
a)	Haldon Pier – update KM reported that he had no further information about when the remaining work to Haldon Pier would start but he anticipated that some of the work could be undertaken before Easter 2014.	

b)	<p>Princess Pier – update KM reminded the Forum that all the works to the concrete part of the pier were subject to Environment Agency funding which was still being pursued. He continued by stressing that any such funding would now be lower than originally anticipated. KM also made the Forum aware that the Council's Resort Services area, which included the "beaches function" was likely to be moved into the Harbour Authority business unit and this included the promenade element of Princess Pier.</p>	KM
c)	<p>Torquay inner harbour pontoon berths KM informed the Forum that five contractors had submitted tenders and several of them were within the allowed budget. He expected that he would make a decision by the 6th December. Completion was still expected by 1st April 2014.</p>	KM
d)	<p>Tor Bay Harbour Business Risk Register This Register was approved by the Harbour Committee on 23rd September 2013.</p>	
e)	<p>Regatta Water Ski Event - safety issue KM said he had addressed this issue with the organisers and warned them about the dangers of not wearing a suitable buoyancy aid and of not using a kill-cord.</p>	

5.	<p>Town Dock</p>	Action
	<p>KM informed the Forum that the extra water and power points had been installed and that income had exceeded target. There continued to be a strong waiting list. A dedicated CCTV camera had been installed to monitor the security access gate.</p>	

6.	<p>Maritime Events 2014</p>	Action
	<p>KM stated that a full programme was emerging for 2014 and that he would circulate a draft schedule of events before posting the draft list on the harbour website before the 24th December.</p>	KM

7.	<p>Harbour Budget & Harbour Charges 2013/14</p>	Action
	<p>KM stressed that the Council had to save £22m over the next two years and the Harbour Authority had to play its part. The Harbour Committee's Budget Review Working Party had been working with him to draw up some recommendations. He explained that he was proposing that the cash dividend remained at 6% of income but an addition contribution of £125K would be made in 2014 by way of an asset rental charge. Also, any operational surplus from 2013/14, 2014/15 and 2015/16 would be passed to the centre if the reserve fund level remained above the minimum level. The Harbour Authority would also be taking on the responsibility and running costs for the harbourside public toilets at Beacon Quay, Paignton harbour and New Pier, Brixham. KM announced that for the first time in his career with the Harbour Authority it was necessary to make redundancies and that the post of Deputy Harbour Master at Torquay and the Tor Bay Harbour Master post at Brixham would cease. The individuals concerned had been informed. 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.</p> <p>Harbour charges in general would only be recommended to increase in line with inflation at 3% but with a higher increase of 5% for Town Dock customers. Passenger boat charges would be increased significantly for use of landing and embarkation facilities but there would be no increase to visitor rates, slipway charges and cruise ship passenger charges.</p>	

8.	Port Marine Safety Code-Audit	Action
	The audit had been completed and a satisfactory report would be made to the December Harbour Committee. Some improvements were suggested including work relating to Standard Safe Operating Procedures. KM reported that there had been 82 accidents incidents within the Bay in the previous year. There had been 3 fatalities none of which could have been prevented by Harbour Authority action.	
9.	Paignton Harbour Development – proposal	Action
	KM informed the Forum about a development proposal at Paignton harbour that formed part of the new Port Masterplan. The Harbour Committee's Asset Review Working Party had suggested that the proposal should be progressed and KM had asked TDA colleagues to prepare a report for consideration by the full Harbour Committee in December.	KM
10.	Appointment of External Advisor	Action
	KM announced that Mike Ellis had been recommended for appointed as an External Advisor to the Harbour Committee. He welcomed Mike's attendance at the Forum and thanked him for his input.	
11.	Harbour Committee	Action
(a)	Upcoming agenda KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 16 th December 2013 at the Town Hall in Torquay at 5.30pm.	
12.	AOB	
	JT made the Forum aware that he intended to retire from the post of Paignton Harbour Master with effect from 31 st March 2014.	

Next Meeting	4 th March 2014	10.30 am
Venue	Torquay Harbour Office	
Future meetings	27 th May 2014	10.30 am (to be confirmed)
Dates of Harbour Committee Meetings	16 th December 2013	5.30 pm (Torquay)
	17 th March 2014	5.30 pm (Brixham)
	9 th June 2014	5.30 pm (Torquay) (to be confirmed)