

Meeting Title	Brixham Harbour Liaison Forum
Venue	Brixham Harbour Office
Date	5 th June 2014 at 10.30am

Present	Capt K Mowat (KM)	Mrs A Blackburn (AB)	Cllr N Amil (NA)
	Cllr R Stringer (RS)	Miss R Irish (RI)	Mr D Jones (DJ)
	Mr M Shaw (MS)	Mr M Stewart (MS)	

Agenda Items	1. Apologies
	2. Minutes of the last meeting
	3. Matters arising from the last meeting <ul style="list-style-type: none"> a) Latent Defects – water supply b) Torbay Lass – update c) Marine Conservation Zones – SeaTorbay Codes of Conduct d) Tor Bay Harbour Business Plan 2014/15 - approved e) Tor Bay Harbour Moorings Policy - Waiting List Deposits f) Breakwater Hard - update g) Fish Branding - update
	4. Capital Works <ul style="list-style-type: none"> a) Victoria Breakwater - update
	5. Brixham Arts & Crafts Market
	6. Budget Outturn 2013/14
	7. Budget Savings 2015/16
	8. Maritime Events 2014
	9. Training Room
	10. Harbour Committee <ul style="list-style-type: none"> a) Upcoming Agenda
Date of the next meeting 11 th September 2014 at 14.30	

1.	Apologies for Absence	Action
	Apologies were received from Peter Bartlett, Dave Bartlett, Dave Saunders & Mike Morey.	

2.	Minutes of the last meeting	Action
	It was agreed that the minutes of the last meeting on the 6 th March 2014, were a true and accurate record of that meeting.	

3.	Matters Arising	Action
a)	<p>Latent Defects - Water supply KM stated that there was found to be a defect with the RPZ (non-return) valves on the water supply line. Mild steel pipe had been used in the system leading to valve damage and the installation was not therefore fit for purpose. The contractors have already agreed to pay to put this right but the harbour authority are looking into the possibility of putting in a break tank instead as this may be a better solution in the long term. MS explained to the Forum his dissatisfaction with the response from the contractor regarding a power supply defect. BTA may need to take legal action to recover their loss.</p>	KM
b)	<p>Torbay Lass - update KM informed the Forum that unfortunately there has been a press release stating that the plan to bring the Tor Bay Lass to Brixham has officially been abandoned due to a lack of finances.</p>	
c)	<p>Marine Conservation Zones – SeaTorbay Codes of Conduct KM reported that SeaTorbay, alongside other partners including the harbour authority, have started to draw up a series of Codes of Conduct, relating to important conservation issues. There has been a total of 6 Codes produced so far and these are due to be published soon. They will be available to view on the Tor Bay Harbour web site.</p>	
d)	<p>Tor Bay Harbour Business Plan 2014/15 - update KM informed the Forum that the Plan was approved by the Harbour Committee in March and was now available on the Tor Bay Harbour website.</p>	
e)	<p>Tor Bay Harbour Moorings Policy - Waiting list deposits KM reported to the Forum that although a revised Policy had been approved by the Harbour Committee in March, he was proposing a change in the way that the waiting list deposits are reimbursed back to the customer. He suggested that instead of applying the deposit as a credit against the first year of harbour charges, the Policy is amended to state that the waiting list deposit becomes a fee which is not refundable and will not be counted as a credit. After a brief discussion the Forum supported this proposal.</p>	KM
f)	<p>Breakwater Hard - update KM told the Forum that the ‘Heras’ fencing that is around the boats on the Breakwater Hard needs to be replaced by low level fencing as it is not entirely safe how it is currently arranged. He also reported that most of the winter storage boats had been taken away and the car parking spaces have been re-instated.</p>	KM
g)	<p>Fish Branding-update KM informed the Forum that progress was being made on the Brixham Fish brand by a sub group set up by the Torbay Business Forum. After consultation within the fishing industry the sub group has decided on the image that already exists as shown near the Fish Market entrance gate. KM encouraged everyone involved in the Fishing Industry to support the brand. He will endeavour to find the original art work and look into pursuing the copyright for the logo.</p>	KM

4.	Capital Works	Action
b)	Victoria Breakwater - update KM reported that all the repair works have now been completed to the Breakwater and that the Environment Agency had covered all the costs.	
5.	Saturday Arts & Crafts Market	Action
	KM stated that he had raised some concerns with the Brixham Chamber of Commerce over the running the Arts and Crafts market on a Saturday. The Chamber had agreed that a review of the current arrangements was probably overdue. KM was in the process of collecting all the facts before taking a report to the Harbour Committee in September.	KM
6.	Budget Outturn 2013/14	Action
	KM made the Forum aware of the challenges that lay ahead for the new financial year. The Brixham harbour account made a loss of £53k in 2013/14 and the reserve fund was now below £200k. KM suggested that it might be the right time for the harbour authority to report all of it's the finances under one budget sheet; this way some budget pressures might be mitigated.	All to note KM
7.	Budget Savings 2015/16	Action
	KM informed the Forum that the Council are still facing financial difficulties over the next few years and that the harbour authority had received a further call for assistance. On top of the 6% of income that had already been approved as a contribution and the asset rental fee of £125,000, along with £25,000 running costs of the public toilets; a further £160k had been requested taking the total figure in 2015/16 to over £450k. KM ran through the details of how £160k could be saved/generated. He also pointed out the Working Party's recommendation to the Committee that this level of contribution could not continue beyond 2015/16.	All to note
8.	Maritime Events 2014	Action
	KM stated that the full schedule of Maritime Events was available for all to see on the Tor Bay Harbour website.	All to note
9.	Training Room	Action
	KM reported that the room originally allocated as the 'Auction Room' was in the process of being turned into a harbour authority training room/emergency response centre. The TDA were overseeing the project with support from the Western Training Association.	
10.	Harbour Committee	Action
	Upcoming agenda KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 23 rd June 2014 at the Town Hall in Torquay at 5.30pm.	All to note

Next Meeting
Venue
Future meetings

11 th September 2014	14.30pm
Brixham Harbour Office	
4 th December 2014	10.30 am
12 th March 2014	10.30 am

Dates of Harbour
Committee
Meetings

23 rd June 2014	5.30 pm (Torquay)
22 nd September 2014	5.30 pm (Brixham)
15 th December 2014	5.30 pm (Torquay)
23 rd March 2015	5.30 pm (Brixham)