

**Meeting Title**

**Torquay & Paignton Harbour Liaison Forum**

**Venue**

Torquay Harbour Office

**Date**

2<sup>nd</sup> September 2014 at 10:30

**Present**

Capt K Mowat (KM)	Mr J Bond (JB)	Cllr J Faulkner (JF)
Mr S Pinder (SP)	Mr M Ellis (ME)	Ms C Rugg (CR)
Mr T Ekers (TE)	Cllr N Amil (NA)	Mr D Buckpitt (DB)
Mr M Stewart (MS)	Mr A Rayner (AR)	Mr P Lloyd (PL)
Mrs C Clayton (CC)	Mrs H Bruce (HB)	

1. Apologies
  2. Welcome
  3. Minutes of the last meeting
  4. Matters arising from the last minutes
    - a) Marine Conservation Zone – SeaTorbay Codes of Conduct
    - b) Paignton Harbour Development Proposal - update
    - c) Storm Damage - update
    - d) Waiting List Joining Fee – approved change to Moorings Policy
    - e) Paignton Harbour Event 2015
    - f) Torquay Harbour Entrance Buoys - update
  5. Capital Works
    - a) Haldon Pier – update
    - b) Princess Pier - update
    - c) Torquay Inner Dock – update
  6. Budget Savings 2015/16 & Harbour Budget/Charges 2015/16 ~ 3.0% ?
  7. Maritime Events 2014 & 2015
  8. Tor Bay Harbour Environmental Policy Statement - review
  9. Review of the Tor Bay Harbour Pilotage Directions
  10. Tor Bay Harbour Authority Business Risk Register – review
  11. Extension of Harbour Estate at Princess Pier
  12. LSTF Cycle Routes – Torquay & Paignton harbours
  13. Harbour Committee
    - a) Upcoming agenda
- Date of the next meeting                      1<sup>st</sup> December 2014                      10.30 am

<b>1.</b>	<b>Apologies for Absence</b>	<b>Action</b>
	Apologies were received from Cllr J Richards, Helen Meacock, Mike Smith, Dave Buckpitt (joined the meeting later), Marshall Ritchie, Clive Baker, the Mayor & Mike Ould.	
<b>2.</b>	<b>Welcome</b>	<b>Action</b>
	KM welcomed everyone to the meeting.	
<b>3.</b>	<b>Minutes of the last meeting</b>	<b>Action</b>
	It was agreed that the minutes of the last meeting on the 3 <sup>rd</sup> June 2014, were a true and accurate record of that meeting.	
<b>4.</b>	<b>Matters Arising</b>	<b>Action</b>
<b>a)</b>	<b>Marine Conservation Zones – SeaTorbay Codes of Conduct</b> KM stated that the 6 Codes of Conduct, relating to important conservation issues had now been completed and are published on the SeaTorbay website.	
<b>b)</b>	<b>Paignton Harbour Development Proposal - update</b> The Forum was advised that the Harbour Committee had agreed that a Working Party be set up to look at all the options for the development of the Harbour Light Restaurant building, including the options submitted in the exempt report, that was considered in June. Also, the Committee had determined that the tenants of the Harbour Light Restaurant building continue to be consulted and kept informed as to the proposals that might affect the future use of the building and that an Update Report based on the findings of the Working Party be brought back to the Harbour Committee in March 2015. KM advised the Forum that the Harbour Committee's Asset Review Working Party had agreed to undertake this work and that two additional meetings had been set for later in the year.	KM
<b>c)</b>	<b>Storm Damage - update</b> KM advised the Forum that grant aid of some £295,000 had been awarded to the Council in August. This followed a successful application made by Tor Bay Harbour Authority into the Department for Transport's Small Ports Recovery Fund. The fund was set up to help repair small ports and harbours across England damaged by the winter storms. Over £280k will be available for repairs to Torquay & Paignton harbours, including the East Quay at Paignton and the Town Dock & Princess Pier at Torquay.	
<b>d)</b>	<b>Waiting List Joining Fee – approved change to Moorings Policy</b> KM reported that the Harbour Committee had approved a change in the Moorings Policy to state that the waiting list deposit would become a waiting list joining fee, which is not refundable and will not be counted as a credit. KM to write to customers on the current waiting list to inform them of the new approved changes.	KM
<b>e)</b>	<b>Paignton Harbour Event 2015</b> SP advised that planning was ongoing with the Paignton Harbour Users Group regarding an event in Paignton for 2015. He also mentioned a number of ideas for Christmas 2014, including a tree and festive lighting on the quayside. KM offered support in kind from the Harbour Authority, including a modest power supply, consistent with the approach adopted at Brixham and Torquay harbours. The idea of a boat jumble sale at the Harbour was still being discussed. Good feedback had been received regarding the firework display that had been based on the harbourside during the summer.	SP

f)	<p><b>Torquay Harbour Entrance Buoys – update</b></p> <p>As it was near the end of the season KM asked for views on this experimental layout. TE repeated his previous suggestion to put the words “5 knots” clearly onto the buoy. KM said he would investigate this option and would seek further views from the passenger boat operators at their end of season meeting in October.</p>	KM
5.	<p><b>Capital Works</b></p>	Action
a)	<p><b>Haldon Pier – update</b></p> <p>KM advised that £800,000 of funding remained for underwater work to be undertaken during the winter season. He stated that the poor condition of Haldon Pier and Princess Pier would be the subject of a report to the Harbour Committee in September and they both remained a top priority.</p>	KM
b)	<p><b>Princess Pier – update</b></p> <p>The Forum was advised that a request for internal capital funding had not been successful for Princess Pier but external applications continued. A bid to the Environment Agency was being progressed but a large bid made to the Local Enterprise Partnership had been unsuccessful. However, a smaller bid made to the DfT had received 100% funding [see 4 (c) above].</p>	
c)	<p><b>Torquay Inner Dock – update</b></p> <p>KM confirmed that all the pontoon berths within the Inner Dock had been sold and that the waiting lists continued to grow. The project had received positive feedback from harbour users and others in the community. Income levels were above forecast.</p>	
6.	<p><b>Budget Savings 2015/2016 &amp; Harbour Budget/Charges 2015/16 ~ 3.0% ?</b></p>	
	<p>KM informed the Forum that the Harbour Committee had reluctantly accepted that further budget savings would be necessary in 2015/16 to enable an additional payment of £160,000 to Torbay Council. The Committee wished to make it clear that this would be a one off payment, as they believed that the harbour account could not withstand this level of continued contribution. The Mayor is now setting his budget to include the added contribution from Tor Bay Harbour Authority in 2015/16.</p> <p>KM stated that the budget figures now presented to the Harbour Committee would show the income/expenditure across the whole harbour area on one sheet, instead of breaking it down to each harbour. It will still be broken down to three sets of figures for the purposes of internal budget monitoring meetings.</p> <p>KM indicated that consultation on harbour charges for 2015/16 should start now and he suggested that 3% or inflationary increase would be proposed to the Harbour Committee.</p>	
7.	<p><b>Maritime Events 2014 &amp; 2015</b></p>	
	<p>KM reported that Simon Pinder, the new Paignton Harbour Master, is to pick up the task of co-ordinating the Maritime Events scheduling for 2015/16.</p> <p>All of the 2014 Maritime Events went off safely throughout the season with only a few events remaining this year.</p>	

<b>8.</b>	<b>Tor Bay Harbour Environmental Policy Statement - review</b>	<b>Action</b>
	<p>KM informed the Forum that the Tor Bay Harbour Marine Environmental Policy Statement had been reviewed and a few amendments were to be recommended to the Harbour Committee. The Statement was last reviewed in 2012. CR said she would take away the Statement and forward her comments. No further comments were received by the Forum.</p>	CR/KM
<b>9.</b>	<b>Review of the Tor Bay Harbour Pilotage Directions</b>	<b>Action</b>
	<p>KM stated that the Pilotage Directions had been reviewed by the Pilotage Review Working Party. He then went through the proposed changes, which related mainly to the issue of Pilotage Exemption Certificates. The Forum had no further comments to add to the review.</p>	
<b>10.</b>	<b>Tor Bay Harbour Authority Business Risk Register – review</b>	<b>Action</b>
	<p>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. MS suggested that the Register should be updated to reflect a heightened risk in respect of 'Financial Strength' following the pressure on the harbour budget. KM added that the 'Succession Planning' risk should also be adjusted given the age profile of the existing workforce. KM invited other Forum members to offer any additional comments.</p>	
<b>11.</b>	<b>Extension of Harbour Estate at Princess Pier</b>	<b>Action</b>
	<p>To help the Council with improved control and management options of corporate assets and public open space the Asset review Working Party agreed to support the a recommendation by KM to extend the harbour estate boundary to include all of Princess Pier and the Boat Booking Kiosks located at the base of the Pier. The Forum was asked to comment on this minor amendment to allow the Tor Bay Harbour Byelaws to be formally applied to this extended area. The Forum agreed that this recommendation should be supported.</p>	KM
<b>12.</b>	<b>LSTF Cycle Routes – Torquay &amp; Paignton harbours</b>	<b>Action</b>
	<p>KM circulated some drawings to the Forum showing permissive cycle routes on the harbour estate at Torquay and Paignton harbours. He explained that the Torquay route formed part of the Local Sustainable Transport Fund (LSTF) initiative and passed along Beacon Quay and South Pier, across the inner harbour footbridge onto North Quay, to link up with the rest of the cycle network. KM confirmed that cyclists would be asked to dismount and that a public right of way would not be formed. i.e. the route would remain permissive. On this basis, the Forum had no issue with the proposal.</p> <p>At Paignton harbour KM was recommending clear signage from the seafront to the harbour showing a cycle route. The Forum raised concerns over this proposal and cited a number of incidents where cyclists approached the Harbour Light Building, at speed, endangering pedestrians. It was decided to put this idea on hold, as the benefits did not outweigh the advantages.</p>	KM

11.	Harbour Committee	Action
	<p><b>Upcoming agenda</b>            KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 22<sup>nd</sup> September 2014 at the Berry Head Hotel, Brixham at 5.30pm.</p>	

<p><b>Next Meeting</b>  <b>Venue</b>  <b>Future meetings</b></p>	<p>1<sup>st</sup> December 2014      10.30 am            Torquay Harbour Office</p>
	<p>10<sup>th</sup> March 2015      10.30 am            2<sup>nd</sup> June 2015      10.30 am (provisional)</p>
<p><b>Dates of Harbour Committee Meetings</b></p>	<p>22<sup>nd</sup> September 2014      5.30 pm (Brixham)            15<sup>th</sup> December 2014      5.30 pm (Torquay)            23<sup>rd</sup> March 2015      5.30 pm (Brixham)            22<sup>nd</sup> June 2015      5.30 pm (Torquay) (provisional)</p>