

Meeting Title	Brixham Harbour Liaison Forum
Venue	Brixham Harbour Office
Date	11 th September 2014 2:30pm

Present	Capt K Mowat (KM)	Cllr N Amil (NA)	Mr D Saunders (DS)
	Mr D Bartlett (DB)	Cllr V Ellery (VE)	Mr S Wilson (SW)
	Miss K Annis (KA)	Mr B Curtis (BC)	Mr D Jones (DJ)
	Mr P Bartlett (PB)	Mr B Young (BY)	

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) Marine Conservation Zones – SeaTorbay Codes of Conduct c) Wait List Joining Fee – Approved change to Moorings Policy d) Breakwater Hard - update e) Fish Branding – update f) Saturday Arts & Craft Market
	4. Budget Savings 2015/16 & Harbour Budget/Charges 2015/16 ~ 3%
	5. Maritime Events 2014 & 2015
	6. Tor Bay Harbour Marine Environmental Policy Statement - review
	7. Review of the Tor Bay Harbour Pilotage Directions
	8. Tor Bay Harbour Authority Business Risk Register – review
	9. Diesel / Oil Spills
	10. Winter Storage 2014/15
	11. Other Business
	12. Harbour Committee <ul style="list-style-type: none"> a) Upcoming Agenda
Date of the next meeting 4 th December 2014 at 10:30	

1.	Apologies for Absence	Action
	Apologies were received from Jerry Carter, Michael Stewart & Kurt Mockridge.	

2.	Minutes of the last meeting	Action
	It was agreed that the minutes of the last meeting on the 5 th June 2014, were a true and accurate record of that meeting.	

3.	Matters Arising	Action
a)	<p>Latent Defects – Water Supply DB informed the Forum that the RPZ valves were to be replaced with a fitted break tank due to early failures of the valves and expense of repair. The break tank is due to be fitted within the next month with the original contractor agreeing to pay 75% of the costs. A new tap had been fitted at the entrance of the Town Pontoon as requested by South West Water. Torquay Harbour is to provide a disused break tank which will serve this pontoon. The Forum then discussed the need for taps to be fitted along the pontoon. DB to chase up the TDA with regard to the installation of this tank.</p>	DB
b)	<p>Marine Conservation Zones – SeaTorbay Codes of Conduct KM stated that the 6 Codes of Conduct, relating to important conservation issues had now been completed and are published on the SeaTorbay website.</p>	
c)	<p>Waiting List Joining Fee – approved change to Moorings Policy 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.</p>	KM
d)	<p>Breakwater Hard - update DB stated that new fencing had been erected around the beach master's hut on Breakwater Hard to improve public safety. Boats in storage had all been moved to one area which was still protected by heras fencing because the budget cannot fund any new low level fencing this year.</p>	
e)	<p>Fish Branding - update KM informed the Forum that he has now sent the original art work of the agreed branding image to Brixham Trawler Agents (BTA) and the South West Fish Producers Organisation. The logo already exists, as shown near the Fish Market entrance gates and is in use by BTA and some others. BY suggested that an annual fee could be made to fish buyers, for use of the branding artwork, the Forum discussed the idea and collectively agreed that an annual payment of £25.00 was a fair price. KM to take the idea to the Harbour Committee as part of the schedule of charges in December.</p>	KM
f)	<p>Saturday Arts & Craft Market KM stated that no further headway had been made with the Saturday Arts & Craft Market due to the illness of the main Chairman. He will pick this up again at December Forum meeting. VE said that he would like to be involved in a review of the current arrangements.</p>	KM

4.	Budget Savings 2015/16 & Harbour Budget/Charges 2015/16 ~ 3%	Action
	<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.</p>	

	<p>This was partly due to the fish tolls falling from around £750,000, three years ago, to the projected £550,000 for this year. 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 will 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. BC asked what this would mean in terms of additional overall income and KM replied that he would be able to give a clearer figure at the next Forum meeting.</p> <p>KM further stated that Brixham's harbour account was showing that it was not currently a sustainable business with the high SWW charges and other operating costs. The harbour authority would be looking at recharge the water taken on by the fishing boats. BY said that the fishing industry will argue that it is included as part of their fish tolls. KM reported that he was also looking at introducing a parking charge for all day parking on Brixham quay as is the case at Torquay and Paignton harbours. DB also reported that he and KM were looking at reducing other costs by moving the Dockmaster's shifts around to have them working in the day time, with unmanned gates overnight. KM reported that Interreg funding had been spent on turning the unused electronic auction room into a Training / Meeting / Emergency response room for use by the Council.</p>	<p>KM</p> <p>KM</p> <p>KM</p> <p>DM/KM</p>
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5.	Maritime Events 2014 & 2015	Action
	<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. All of the 2014 Maritime Events went off safely throughout the season with only a few events remaining this year. DS asked if there was any way the harbour authority could make any money from the maritime events. KM stated that in the past charges had been made against certain events for use of the harbour and/or harbour estate but that holding the events contributed greatly to the local economy. The current policy was to avoid making a charge and as the harbour is part of the local authority there is a duty to support the local economy.</p>	

6.	Tor Bay Harbour Marine Environmental Policy Statement - review	Action
	<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. No further comments were received by the Forum.</p>	

7.	Review of the Tor Bay Harbour Pilotage Directions	Action
	<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>	

8.	Tor Bay Harbour Authority Business Risk Register - review	Action
	<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. The Register had been updated to reflect a heightened risk in respect of two items (1) Financial Strength and (2) Succession Planning. These changes had been suggested by the Torquay/Paignton Harbour Liaison Forum. KM invited the Brixham Forum members to offer any additional comments.</p>	
9.	Diesel / Oil Spills	Action
	<p>KM reported that several stakeholders had raised their concerns over the issue of an increase in the number of diesel/petrol sheens seen around the harbour. KM said that although Brixham was clearly a busy working harbour, it was clearly unacceptable to pollute the harbour.</p> <p>DB stated that a small amount of diesel sheen occurs every time a vessel starts its engines and that this cannot be easily avoided. A large number of the emails that DB had received related to 10ft blooms which he felt were due to engine starts. BY said that BTA have now installed four cameras around the fuelling area to provide recorded footage of all fuelling taking place and he wondered if the leisure industry were doing as much as they could do to prevent spillages occurring. KM said that he had hosted a meeting to address the concerns and he also stated that he felt the harbour authority was actively responding to the issue. A new Harbour Master's Notice had been promulgated and POLREPS were being issued as required. The Forum agreed to keep this matter under review.</p>	
10.	Winter Storage 2014/15	Action
	<p>DB informed the Forum that the harbour authority were hoping to put the winter lift operation out to tender this year but due to the late response he had no option but to continue to carry out the lift in house. The winter lift out dates for Oxen Cove (larger vessels and fin keeled vessels) would be the 9th & 10th October, with the smaller vessels coming out at Breakwater hard on the 13th October. For safety reasons it has been necessary to extend the dates of the lift which will cost more money but this will be subsidised by the income derived from extra boats in winter storage.</p>	
11.	Other Business	Action
	<p>DB reported that the harbour authority's workboat 'Signal' was about to be sold on 'eBay', a survey for valuation purposes was carried out with a valuation of between £6000 ~ £8000. The vessel was expected to reach its valuation.</p> <p>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. Brixham would receive £11,600 to cover the cost of repairs already undertaken to Middle Pier.</p>	

12.	Harbour Committee	Action
	Upcoming agenda KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 22 nd September 2014 at the Berry Head Hotel, Brixham at 5.30pm.	All to note

Next Meeting	4 th December 2014	10.30am
Venue	Brixham Harbour Office	
Future meetings	12 th March 2014	10.30 am
	4 th June 2015	10.30 am (provisional)
Dates of Harbour Committee Meetings	22 nd September 2014	5.30 pm (Brixham)
	15 th December 2014	5.30 pm (Torquay)
	23 rd March 2015	5.30 pm (Brixham)
	22 nd June 2015	5.30 pm (Torquay) (provisional)