

<b>Meeting Title</b>	<b>Brixham Harbour Liaison Forum</b>
<b>Venue</b>	Brixham Harbour Office
<b>Date</b>	4 <sup>th</sup> December 2014 10:30am

<b>Present</b>	Capt K Mowat (KM)	Cllr N Amil (NA)	Mr M Stewart(MS)
	Mr P Bartlett (PB)	Cllr V Ellery (VE)	Mr D Jones (DJ)
	Mrs A Blackburn(AB)	Mr M Hobbs(MH)	Mr J Wilson (JW)

<b>Agenda Items</b>	1. Apologies		
	2. Minutes of the last meeting – 11 <sup>th</sup> September 2014		
	3. Matters arising from the last meeting		
	a) Town Pontoon –water supply		
	b) Waiting List Joining Fee - letter to customers		
	c) Fish Branding - Fish Buyers licence fee increase		
	d) Saturday Arts & Crafts Market - update		
	4. Harbour Budget & Harbour Charges 2015/16		
	5. New Harbour Management System		
	6. Fire Alarm system		
	7. Brixham Express (New Ferry link)		
	8. Maritime Events 2015		
	9. Diesel / Oil sheens		
10. Port Marine Safety Code Audit			
11. Winter Storage 2014/15			
12. Passenger boat limits			
13. Harbour Committee			
a) Upcoming Agenda			
Date of the next meeting			
12 <sup>th</sup> March 2015		10:30am	

<b>1.</b>	<b>Apologies for Absence</b>	<b>Action</b>
	Apologies were received from Jerry Carter.	

<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 11 <sup>th</sup> September 2014, were a true and accurate record of that meeting.	

3.	Matters Arising	Action
a)	<p><b>Town Pontoon - water supply</b>            KM informed the Forum that he is awaiting the outcome of enquiries being made about the agreement that was reached between South West Water and Brixham Marina regarding the use of non-return valves. Consequently there is no immediate solution, however, KM agreed to provide a solution by the beginning of next season.</p>	KM
b)	<p><b>Waiting List Joining Fee – letter to customers</b>            KM reported that letters went out to all customers on the waiting list across the three Harbours informing them that the £25.00 paid would become a waiting list joining fee which is not refundable and will not be counted as a credit.</p>	
c)	<p><b>Fish Branding - Fish Buyers Licence fee increase</b>            KM informed the Forum that the suggested annual fee increase of £50 will be recommended to the Harbour Committee for application to all Fish Buyers/Sellers Licences from April 2015. This fee will enable them to use the fish branding logo for their business purposes. The recommendation will go before the Harbour Committee in December.</p>	
d)	<p><b>Saturday Arts &amp; Crafts Market - update</b>            KM told the Forum that a report will be considered by the Harbour Committee and the Chamber of Commerce would be asked to pay an annual facility charge. The revised agreement would enable the Chamber to continue to use the space provided under the Old Fish Market for one day a week during the summer season. The three single traders would stay, however no further trading licences will be issued. It was suggested that a condition be put in place for their audited figures to be seen annually.</p>	KM

4.	Harbour Budget & Charges 2015/16	Action
	<p>KM informed the Forum that the current years' budget forecast is predicted to be a loss of £164,000. This is due in part to a reduction in Fish Toll income; however, the figures are expected to improve. KM also reported that after an initial investigation there was a possibility that water supplied to the harbour area may have been charged twice by South West Water. A significant refund and an annual saving of £20~25k could be in the pipeline but South West Water has yet to confirm.</p> <p>It was also brought to the Forum's attention that £86k from the Harbour reserve has been loaned to the Council to part fund an investment in Children's Services.</p> <p>KM informed the Forum that it was originally suggested that a 2.5% increase in harbour charges would be recommended in line with inflation. Following feedback from users the Budget Review Working Party decided that the April CPI figure should be used and this was rounded up to nearest half % so the recommended increase would now be 2%. KM highlighted some of the changes that are to be proposed including a changes to the definition of a Fishing Vessel. Currently fishermen are expected to land more than £5,000 in value of catch to receive a rate of harbour dues much lower than other craft. This is currently not happening with all fishermen so the proposed change is to increase the figure to £10,000.</p> <p>The contract with Emerald Security will be terminated from the 1<sup>st</sup> April 2015 saving around £28k. A method to improve the collection of visitor dues at the Breakwater slipway would be sought by working with beach staff.</p>	KM

<b>5.</b>	<b>New Harbour Management System</b>	<b>Action</b>
	<p>KM advised that the harbour invoicing system would in future be using Torbay Council's in-house financial system. This new system will give the option to pay invoices by instalments, online or by direct debit. KM advised there would be a 2.5% charge for the instalment option. There will also be a proposed £2.50 charge if paying by credit card.</p>	
<b>6.</b>	<b>Fire Alarm system</b>	<b>Action</b>
	<p>KM informed the Forum that the harbour authority needed to upgrade the current Fire Alarm system, at a cost of around £5000 to bring it up to date. It was also noted that a system of remote monitoring would be investigated as there would be no overnight security cover at times in the new year.</p>	KM
<b>7.</b>	<b>Brixham Express (New Ferry Link)</b>	<b>Action</b>
	<p>The new Brixham Express ferry service was launched on Sunday 23<sup>rd</sup> November. Currently the service is using the 'Pride of Exmouth' until the new vessel arrives. KM advised that the ferry picks up on the hour at Brixham and on the half hour at Torquay. It was noted that there had been some criticism from other boat operators but the Forum believed that the service will benefit the harbour authority and the Bay as a whole.</p>	
<b>8.</b>	<b>Maritime Events 2015</b>	<b>Action</b>
	<p>KM stated that there is already a comprehensive list of events for the 2015 season and asked that if anyone is involved with, or knows of any events taking place in the Bay that is not featured on the list to inform the Harbour office. The full programme will be available to view on the website before Christmas.</p>	All to note
<b>9.</b>	<b>Diesel / Oil Spills</b>	<b>Action</b>
	<p>KM informed the Forum that he is to attend a meeting next week with Grenville House and other parties to discuss their concerns regarding diesel / oil sheens seen around the harbour. Several stakeholders had highlighted this issue and a large number of cases had been reported. He also stated that he felt the harbour authority was improving the way in which the cases are being recorded. A number of Forum members accepted that the sheens did impact on the amenity on the harbour but they also stated that Brixham was a working port. Questions were asked about the use of the harbour for outdoor adventure activities. KM believed that the harbour authority was taking all reasonable precautions and actions and he would report back to the Forum on the outcome of the meeting.</p>	KM
<b>10.</b>	<b>Port Marine Safety Code Audit</b>	<b>Action</b>
	<p>The Port Marine Safety Code independent audit was carried out in November. The Safety Management System was reviewed and the recommendations given have been put forward to the Harbour Committee. There were still outstanding issues concerning the Yacht Club slipway and this will be addressed in the new year. Standard Safe Operating Procedures are being created. A new Risk Assessment software system (MarNIS) is being used and a revised database of accidents &amp; incidents has been created. The report will be available to the public by the end of this week.</p>	KM

<b>11.</b>	<b>Winter Storage 2014/15</b>	<b>Action</b>
	KM reported to the Forum that the winter storage lift out went ahead as planned in October and that all boats were lifted out onto the Oxen Cove site. It was suggested that the Breakwater hard site was preferred by boat owners as the boats are better able to dry out. KM agreed to rethink the use of the Breakwater hard for 2015.	KM

<b>12.</b>	<b>Passenger boat limits</b>	<b>Action</b>
	As the person proposing this item was not in attendance it was deferred.	

<b>13.</b>	<b>Harbour Committee – Upcoming Agenda</b>	<b>Action</b>
a)	KM informed the Forum of the items on the agenda for the next Harbour Committee meeting on 15 <sup>th</sup> December 2014 at the Torquay Town Hall at 5.30pm.	All to note

**Next Meeting**

**Venue**

**Future meetings**

**Dates of Harbour**

**Committee**

**Meetings**

12 <sup>th</sup> March 2014	10.30 am
Brixham Harbour Office	
4 <sup>th</sup> June 2015	10.30 am (provisional)
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)